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ABSTRACT

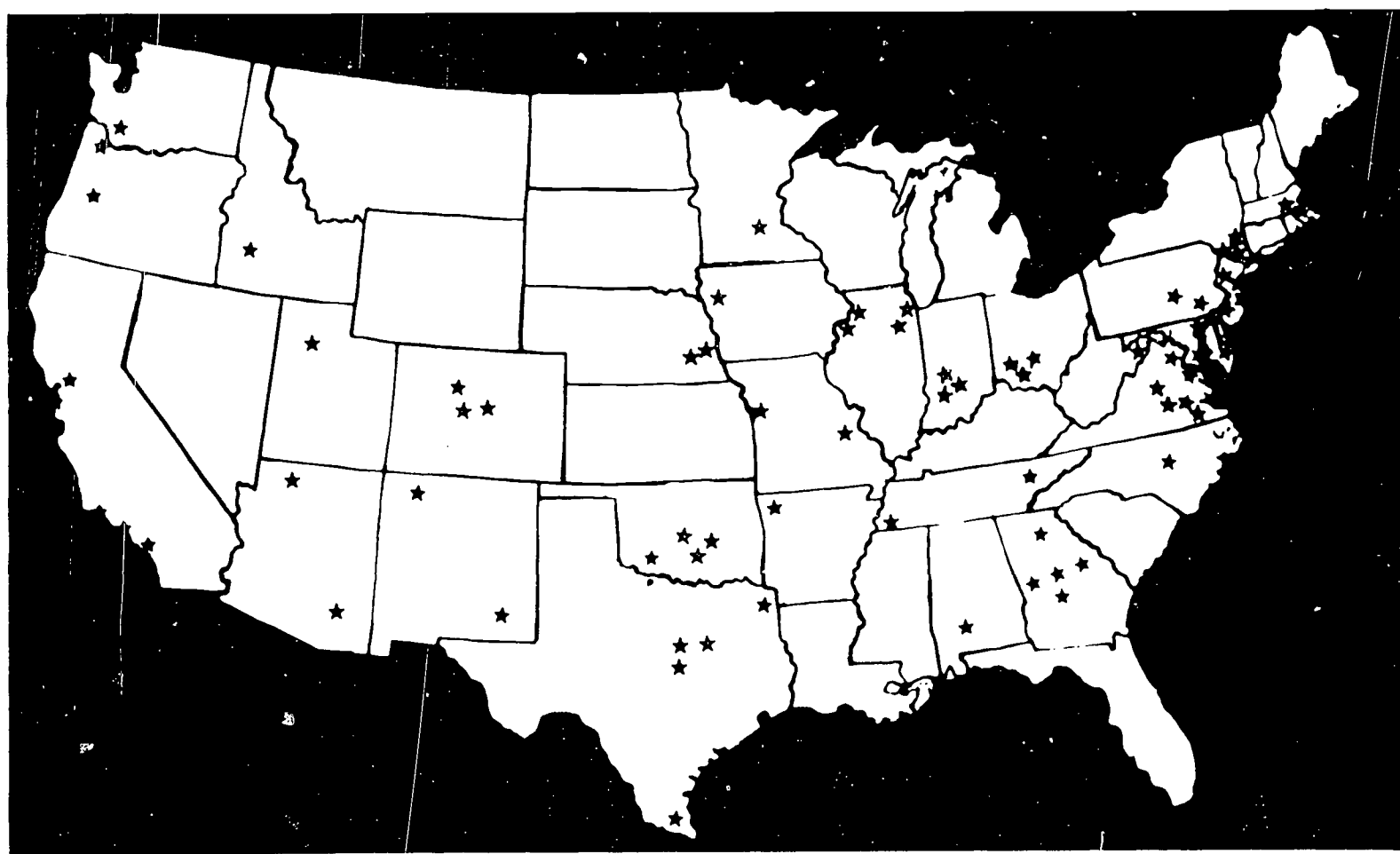
This directory is intended to provide information on agency training centers to Federal officials, encourage better cooperation between levels of government, and aid training officers in course selection for employees in "Upward Mobility" programs. The number and variety of programs are identified, and their general characteristics and eligibility requirements are described. Tables provide data on enrollment, program costs, and distribution of programs by area and agency. (BH)

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PAMPHLET T-5

ED054356

# AGENCY TRAINING CENTERS FOR GOVERNMENT EMPLOYEES



U.S. Civil Service Commission  
Bureau of Training

ED054356

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PAMPHLET T-5

AGENCY TRAINING CENTERS  
FOR GOVERNMENT EMPLOYEES

REVISED EDITION, FY 1972

UNITED STATES CIVIL SERVICE COMMISSION  
BUREAU OF TRAINING  
AGENCY SUPPORT DIVISION

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## TABLE OF CONTENTS

Introduction .....	1
Agriculture .....	11
Civil Service Commission .....	17
Commerce .....	32
Department of Defense	
Air Force .....	37
Army .....	38
Navy .....	50
Other Defense	
Defense Contract Audit Agency .....	59
National Security Agency .....	60
District of Columbia .....	61
Environmental Protection Agency .....	64
Health, Education, and Welfare .....	65
Interior .....	69
Justice .....	77
Panama Canal Company .....	80
Post Office .....	82
Railroad Retirement Board .....	84
Small Business Administration .....	85
State .....	87
Transportation .....	88
Treasury .....	90
Location Index .....	94
Subject Index .....	103

## INTRODUCTION

Agency Training Centers for Government Employees is published to provide management and training officials throughout the Federal Government with up-to-date information on agency operated training centers. It also provides information on the number and variety of programs offered at these centers and on the general characteristics of these valuable resources for the training of Federal civilian employees.

This directory is also intended to encourage closer cooperation between State or local governmental units and nearby Federal agencies with whom they share common training needs.

The directory can also aid training officers and management in the selection of courses for employees in "Upward Mobility" programs. For example, courses in clerical training and office procedures, introductory management, and the basic liberal arts field would fall into this category.

For the purposes of this directory, agency training centers are defined as having all or substantially all of the following:

- \* A separate entity or identifiable organization;
- \* A specific budget allotment or fund control;
- \* A specific location or identifiable physical facility;
- \* A curriculum or series of courses offered on a continuing basis;
- \* A specific manpower ceiling or staff complement;
- \* A curriculum directed primarily to the agency's civilian employees, but often available to other agencies and departments on a limited basis.

Among the reasons Federal agencies establish and operate their own training centers are the following:

- (1) to provide Federal employees with agency-oriented training programs on a continuing basis.

- (2) to provide necessary training for occupations unique to the Federal service.
- (3) to supplement training provided through other resources of the agency or through interagency or non-Government facilities.
- (4) to achieve economies by using agency equipment, facilities and staff, and by reducing tuition and travel costs and time away from the job.
- (5) to assist other agencies in meeting training needs by providing programs primarily for other agency personnel.

The use of this directory as a resource document meets part of the requirements of the Government Employees Training Act to search Government sources of training prior to using non-Government training resources. The other resource documents available for this purpose are the Interagency Training Programs Catalog and the quarterly Interagency Training Programs Calendar. If one of the courses offered by an agency center appears to meet another agency's need, a contact should be made to determine the specific nature and availability of the training. When appropriate, agencies should make every effort to share their training resources.

TABLES

- I. PARTICIPATION IN AGENCY TRAINING CENTERS BY NUMBER AND TYPE  
OF PERSONNEL TRAINED, FY 1970
- II. COST OF AGENCY TRAINING CENTER OPERATIONS, FY 1970
- III. GEOGRAPHIC DISTRIBUTION OF AGENCY TRAINING CENTERS, FY 1971
- IV. AGENCY DISTRIBUTION OF TRAINING CENTERS, FY 1971



TABLE I

PARTICIPATION IN AGENCY TRAINING CENTERS BY  
NUMBER AND TYPE OF PERSONNEL TRAINED FY 1970

Agency	No. Centers	No. Staff	Total Trained	Agency	Interagency	Non-Federal Government
TOTALS	92	3,097	182,962	96,804	68,068	18,090
DEFENSE	24	891	43,759	36,976	6,552	231
NAVY	(11)	(135)	(18,399)	(12,505)	(5,708)	(186)
ARMY	(9)	(514)	(12,873)	(12,115)	(716)	(42)
A F	(2)	(28)	(1,424)	(1,356)	(67)	(0)
OTHER DEFENSE	(2)	(214)	(11,064)	(11,000)	(61)	(3)
CSC	18	248	61,752	800	57,244	3,701
INTERIOR	11	175	10,485	7,783	402	2,300
DHEW	6	155	8,814	1,127	997	6,690
AGRIC	6	116	7,518	5,620	780	1,118
COMMERCE	5	76	1,384	872	120	392
JUSTICE	5	85	4,943	2,967	33	1,943
TRANS	4	861	12,728	11,394	727	607
TREAS	4	134	2,094	1,950	95	49
D C GOVT	3	129	9,244	8,755	366	123
P O	2	194	12,569	12,504	57	8
PANAMA CANAL	1	21	5,498	4,473	105	920
RR RET BD	1	4	356	355	1	0
SBA	1	3	544	541	2	1
STATE	1	5	1,274	687	587	0

TABLE II

COST OF AGENCY TRAINING CENTER OPERATIONS FY 1970

Agency	Number of Centers	Total Costs	Salaries	Aids and Equipment	Materials and Supplies	Maintenance
TOTALS	92	\$43,377,453	\$35,585,308	\$ 1,458,534	\$ 1,496,659	\$ 2,541,789
DEFENSE	24	8,709,142	8,079,344	94,487	207,317	327,994
NAVY <sup>1/</sup>	( 11 )	( 643,997 )	( 573,870 )	( 15,700 )	( 8,187 )	( 46,240 )
ARMY <sup>1/</sup>	( 9 )	( 4,141,678 )	( 3,856,055 )	( 45,984 )	( 158,609 )	( 81,030 )
A F	( 2 )	( 480,405 )	( 415,100 )	( 550 )	( 3,999 )	( 60,756 )
OTHER	( 2 )	( 3,443,062 )	( 3,234,319 )	( 32,253 )	( 36,522 )	( 139,968 )
CSC	18	5,792,700	3,080,165	34,825*	123,732*	258,815*
INTERIOR	11	1,108,667	866,911	96,811	106,976	37,969
DHEW	6	2,358,225	1,933,813	112,200	141,700	170,512
AGRIC	6	1,277,922	1,039,391	52,178	47,924	138,429
COMMERCE	5	352,444	293,840	13,924	22,648	22,032
JUSTICE	5	1,484,776	1,047,360	89,635	294,380	53,401
TRANS <sup>1/</sup>	4	14,329,194	13,470,434	198,653	166,979	493,128
TREAS	4	1,586,287	1,375,269	68,200	16,859	125,959
D C GOVT	3	1,533,915	1,369,432	13,778	116,427	34,278
P O	2	4,532,000	2,777,400	659,500	239,800	855,300
PANAMA CANAL	1	234,405	194,285	14,571	8,177	17,372
RR RET BD	1	46,364	30,664	7,600	1,500	6,600
SEA	1	29,240	27,000	0	2,240	0
STATE	1	2,172	0	2,172	0	0

<sup>1/</sup> Cost information unavailable for 1 center  
 \* Cost information only available for 1 center

TABLE III

GEOGRAPHIC DISTRIBUTION OF AGENCY TRAINING CENTERS, FY 1971

Location	Number of Centers
Alabama	1
Alaska	2
Arizona	2
Arkansas	1
California	5
Colorado	3
District of Columbia	22
Georgia	5
Idaho	1
Illinois	4
Indiana	3
Iowa	1
Maryland	4
Massachusetts	2
Minnesota	1
Missouri	2
Nebraska	2
New Jersey	2
New Mexico	2
New York	6
North Carolina	1
Ohio	3
Oklahoma	4
Oregon	2

<u>Location</u>	<u>Number of Centers</u>
Pennsylvania	4
Tennessee	2
Texas	5
Utah	1
Virginia	10
Washington	1
West Virginia	1
Canal Zone	1
Germany	1
<u>Vietnam</u>	<u>1</u>
Total	108

TABLE IV  
AGENCY DISTRIBUTION OF TRAINING CENTERS, FY 1971

<u>Agency</u>	<u>Number of Centers</u>
Agriculture	15
Civil Service Commission	20
Commerce	5
Defense	24
Air Force	(1)
Army	(12)
Navy	(10)
Other	(2)
D.C. Government	3
Environmental Protection Agency	7
Health, Education and Welfare	4
Interior	8
Justice	3
Panama Canal	1
Postal Service	2
Railroad Retirement	1
Small Business Administration	2
State	1
Transportation	2
<u>Treasury</u>	<u>9</u>
Total	108

REGIONAL TRAINING CENTERS  
U.S. CIVIL SERVICE COMMISSION

<u>CSC Regions</u>	<u>States Served</u>
Regional Training Center Atlanta Region U.S. Civil Service Commission Merchandise Mart 240 Peachtree Street, NW. Atlanta, Georgia 30303	Georgia, Alabama, Florida, Tennessee, Mississippi, North and South Carolina, Kentucky
Regional Training Center Boston Region U.S. Civil Service Commission Post Office & Courthouse Bldg. Boston, Massachusetts 02109	Massachusetts, Maine, Vermont, New Hampshire, Connecticut, Rhode Island
Regional Training Center Chicago Region U.S. Civil Service Commission 610 South Canal Chicago, Illinois 60607	Illinois, Ohio, Indiana, Michigan, Wisconsin, Minnesota
Regional Training Center Dallas Region U.S. Civil Service Commission 1114 Commerce Street Dallas, Texas 75202	Texas, Oklahoma, Arkansas, Louisiana, New Mexico
Regional Training Center Denver Region U.S. Civil Service Commission Building 20 Denver Federal Center Denver, Colorado 80225	Colorado, Utah, Wyoming, Montana, North and South Dakota
Regional Training Center New York Region U.S. Civil Service Commission Federal Building 26 Federal Plaza New York, New York 10007	New York, New Jersey, and Puerto Rico and the Virgin Islands

CSC Region

Regional Training Center  
Philadelphia Region  
U.S. Civil Service Commission  
Customhouse  
Second and Chestnut Streets  
Philadelphia, Pennsylvania 19106

Regional Training Center  
Seattle Region  
U.S. Civil Service Commission  
3004 Federal Office Building  
Seattle, Washington 98104

Regional Training Center  
San Francisco Region  
U.S. Civil Service Commission  
Federal Bldg. - Box 36010  
450 Golden Gate Avenue  
San Francisco, California 94102

Regional Training Center  
St. Louis Region  
U.S. Civil Service Commission  
1256 Federal Building  
1520 Market Street  
St. Louis, Missouri 63103

States Served

Pennsylvania, Maryland and  
Virginia (except D.C.  
metropolitan area), Delaware,  
and West Virginia

Washington, Idaho, Oregon,  
Alaska

California, Nevada, Hawaii,  
Arizona

Missouri, Kansas, Iowa,  
Nebraska

Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE TRAINING CENTER  
Front Royal, Virginia

Purpose: The Center's objective is to provide programs designed to meet United States Department of Agriculture needs with minimum cost to its participating agencies.

Programs or Courses Offered:

Seminars in Executive Development

- Historical Development of American Politics
- Labor's Role in a Democratic Society
- Literature's Role in the Search for an American Identity
- Our System of Politics and Law
- U.S. Foreign Policy in the Changed World

Seminars in Middle Management

- Change by Design
- Communications in Management
- Human Elements in Managing
- Motivation Through Leadership
- Philosophy of General Management
- Politics and Management
- Process of Management
- Supervisory Problems and Achievements
- The Manager's Role in Automatic Data Processing

Kepner-Tregoe Problem Solving and Decision Making

Who May Attend: Employees of agencies of the United States Department of Agriculture who have supervisory responsibilities, recognized competence and potential; and whose service in the Department can be expected to continue for a reasonable period of time.

General Information: The number of trainees per agency is limited to promote a well-balanced program of interagency participation. On-location housing is available.

For Further Information Contact:

Mr. John W. Kizler, Acting Chief, Employee Development  
Safety and Welfare Division  
Office of Personnel, Room 341-W, Admin. Building  
U.S. Department of Agriculture  
Fourteenth Street and Independence Avenue, S.W.  
Washington, D.C. 20250

Phone: Area Code 202, 388-6977



Department of Agriculture  
Agricultural Research Service

PLANT QUARANTINE DIVISION TRAINING CENTER  
New York, New York

Purpose: The Center plans and directs the conduct of a Division-wide training and development program to provide a general career plan for all professional employees; provides evaluations and feasibility data on out-service training recommendations; provides training in applicable scientific disciplines and management responsibilities and activities.

Programs or Courses Offered:

Resident Courses

Accelerated Inspection Systems	Managerial Grid Seminars
Administrative Assistant Trainee Course	Plant Quarantine Entomology
Basic Training for Plant Quarantine Inspectors	Plant Quarantine Nematology
Defensive Driving Course	Plant Quarantine Pathology
Interagency Clearance of Yachts and Private Aircraft	Plant Quarantine and Plant Protection
	PQ Procedures for ANH Inspectors
	Preclearance of Viet Nam Cargo
	Supervisory Training Program

Who May Attend: Professional employees holding a college degree in one of the biological sciences.

General Information: The Center provides training for employees of other agencies and non-Federal personnel. The Center aids trainees in obtaining accommodations.

For Further Information Contact:

Mr. J.S. Frey, Assistant to the Director for Management  
U.S. Department of Agriculture, Agriculture Research  
Service, Plant Quarantine Division  
Federal Center Building  
Hyattsville, Maryland 20782

Phone: Area Code 301, 388-8428

Department of Agriculture

Consumer and Marketing Service

CONSUMER AND MARKETING SERVICE TRAINING CENTER  
Washington, D.C.

Purpose: To provide secretarial and clerical personnel with the knowledge and skill necessary to efficiently and effectively carry out their duties.

Programs or Courses Offered:

Arithmetic  
Correspondence Procedures  
English Grammar  
Office Telephone  
Shorthand Speed Building  
Spelling  
Vocabulary Improvement

Who May Attend: Employees are considered on the basis of need for training and suitability of the training to meet the need. Other Federal personnel will be considered on the basis of need for training availability of space.

For Further Information Contact:

Chief, Employee Development Branch  
Personnel Division  
Consumer and Marketing Service  
U.S. Department of Agriculture  
Washington, D.C. 20250

Phone: Area Code 202, 388-6953

Department of Agriculture

Consumer and Marketing Service

CONSUMER PROTECTION PROGRAM TRAINING CENTERS

Fort Worth, Texas; Los Angeles, California; Omaha, Nebraska;  
St. Paul, Minnesota; Gainesville, Georgia; Springdale, Arkansas;  
and Sioux City, Iowa.

Purpose: To provide meat and slaughter inspectors with the knowledge and skill necessary to efficiently and effectively carry out various levels of responsibility. These centers augment on-the-job training.

Programs or Courses Offered:

Four to twelve week programs in processing and slaughter are offered at all locations except Gainesville and Springdale, where cross-training in Poultry Inspection Procedures is given.

Who May Attend: Federal, State, local and foreign national personnel may be admitted to these centers upon request. Requests will be considered on the basis of the need for training, the suitability of the training to fit the need, and the availability of training space.

General Information: The centers provide training for employees of other agencies and non-Federal employees. Trainees are housed in commercial facilities at or near the training centers.

For Further Information Contact:

Chief, Employee Development Branch  
Personnel Division  
Consumer and Marketing Service  
U.S. Department of Agriculture  
Washington, D.C. 20250

Phone: Area Code 202, 388-6953

Department of Agriculture

Forest Service

CONTINENTAL DIVIDE TRAINING CENTER

Continental Divide, New Mexico

Purpose: To provide for the fulfillment of the training needs of Region 3 and its employees.

Programs or Courses Offered:

Resident Courses

Administrative Management	Leadership Through Communications
Advanced Management	Managerial Grid Seminar
Basic Supervision	Materials Testing and Concrete
Blaster's Qualifying	Design
Training	Personnel Management
Communication for Managers	Photo Interpretation
Engineering Photogrammetry	Practical Indoctrination
Engineering Technical	Professional Indoctrination
Orientation	Project Engineering
Executive Reading	Radiological Defense Officer
Fire Behavior	Rest Rotation Grazing Workshop
Fire Prevention	Road Design
Geodesy	Timber Management Workshop
Instructor Training	Watershed Staffmen's
Land Line Location	Conference
Large Fire Organization	Wildlife Staffmen's
and Management	Conference
Law Enforcement and Trespass	

Correspondence Courses

Directives User Course	Plant Identification
Improving Your Written	Range Ecology
Communications	

Who May Attend: There are no specific admission requirements but some courses require previous training.

General Information: Agency personnel, interagency employees, and non-Federal personnel are trained at this Center. Housing facilities are provided. Courses vary in length from two days to five weeks.

For Further Information Contact:

Mr. Dan L. Childress, Employee Development Officer  
U.S. Department of Agriculture  
517 Gold Avenue, N.W.  
Albuquerque, New Mexico 87101

Phone: Area Code 505, 843-2411

Department of Agriculture  
Soil Conservation Service

NORTHEAST TRAINING CENTER  
Upper Merion, Pennsylvania

MIDWEST TRAINING CENTER  
Lincoln, Nebraska

SOUTHERN TRAINING CENTER  
Fort Worth, Texas

WESTERN TRAINING CENTER  
Portland, Oregon

Purpose: Soil Conservation Service training centers provide facilities, staff assistance and leadership for conducting group training, home study correspondence courses or other types of formalized training and help the States as needed in the development of programs and plans to meet their training needs and in evaluating training provided.

Programs or Courses Offered:

Resident Courses

Basic Soil Mechanics	Irrigation
Conservation of Soil, Water and Plant Resources	Management of a Work Unit
Construction Inspection	Management Training Conference
Contract Administration	Sedimentation for Geologists
Drainage	Small Structure Planning
Engineering	Soil and Water Conservation
Engineering Surveying	Soil Correlation
Erosion Control Practices	Soil Survey Report Writing
Hydraulics	Training Methods

Correspondence Courses

Basic Lettering	Principles of Management
Engineering Problems	Some Basic Principles of Algebra
Exponents and Their Applica- tion to Engineering	The Engineering Approach
Hydraulics	The Slide Rule
Logarithms and their Use	Trigonometry
Precision and Efficiency in Arithmetic	

Who May Attend: Prerequisites for admission vary, depending on individual course requirements.

General Information: Professional employees from field offices serve as part-time instructors and supplement the ten full-time faculty members. Housing arrangements are made with local hotels and motels at special rates.

For Further Information Contact:

Chief, Employee Development and Safety Branch  
Department of Agriculture  
South Agriculture Building, Room 6214  
14th Street & Independence Avenue, SW.  
Washington, D. C. 20250  
Phone: Area Code 202, 388-4907

Civil Service Commission

FEDERAL EXECUTIVE INSTITUTE  
Charlottesville, Virginia

Purpose: The program is designed to help meet education and training needs of upper echelon Federal civil service employees. The broad educational goals set for the Institute are:

- To heighten career executive responsiveness to national needs and goals.
- To increase career executive appreciation of the totality of the governmental system.
- To improve career executive knowledge of managerial processes.

Programs or Courses Offered:

Four eight-week residential programs in executive education are offered during each academic year. In addition, special seminars are often presented between the regularly scheduled programs.

Who May Attend: The "Residential Program in Executive Education" is for employees in grades GS-16 and above.

General Information: The enrollment in each eight-week session is limited to sixty people. This is a complete live-in facility with room and board included for all participants.

For Further Information Contact:

Director  
Federal Executive Institute  
Route 29 North  
Charlottesville, Virginia 22903

Phone: Area Code 703, 296-1295 (FTS)  
Area Code 703, 296-0181 (Commercial)

Civil Service Commission

REGIONAL TRAINING CENTERS

Atlanta, Boston, Chicago, Dallas,  
Denver, New York, Philadelphia,  
St. Louis, San Francisco, Seattle

Purpose: To provide training to meet Federal, State and local agency needs throughout the United States.

Programs or Courses Offered:

All regional centers offer courses in personnel management, general management, and communications and office skills. In addition, ADP training is available for interregional coverage in San Francisco, Chicago, New York and Dallas; financial management and PPB training is available in San Francisco, St. Louis, Atlanta, and Philadelphia. Courses at these centers include a core curriculum similar to that offered by the Bureau of Training in Washington, D.C.

Who May Attend: Participants are selected by their agencies based upon criteria established for each course and available in the Interagency Training Programs Catalog published by each Civil Service Commission region.

For Further Information Contact:

Contact Regional Training Centers for information on specific courses. See list on pages 9 and 10.

Civil Service Commission

Bureau of Training

ADP MANAGEMENT TRAINING CENTER

Washington, D C.

Purpose: The ADP Management Training Center was established to fulfill the training requirements assigned to the Civil Service Commission by Circular A-71 from the Executive Office of the President, Bureau of the Budget, dated March 6, 1965. Under this authority the Center conducts the necessary training for executives and other key personnel to achieve a greater effectiveness in ADP management.

Programs or Courses Offered:

ADP User Education

ADP Systems Analysis Seminar	Seminar on ADP and the Law
An Introduction to ADP	Seminar on ADP and Medicine
Computer/Microfilm Interfaces	Seminar on ADP in Personnel Management
Computer Typesetting/Photocomposition	Seminar on Scientific and Technical Applications of ADP
Executive Seminar in ADP	Seminar on ADP in Supply Management
Executive Workshop in ADP Programming	Seminar on ADP in Technical Information Systems
Executive Workshop in ADP Systems Analysis	Survey and Evaluation of Equipment for Information Processing Systems
Management Introduction to ADP	Workshop in Indexing and Abstracting for ADP Information Systems
Management Introduction to ADP for Management Interns	
Seminar in ADP for Employee Development Specialist	
Seminar on ADP in Financial Management	

Computer Specialist Training

Basic Interactive Programming	Seminar in Advanced Computer Systems Technology
COBOL Programming Techniques	Seminar in Computer System Evaluation and Selection
Decision Logic Table Workshop	Systems Analysis for Computer Programmers
Field Work Program in ADP Systems Analysis	Systems Workshop for Computer Specialists
Fundamentals of ADP for Computer Specialist Trainees	Workshop Series in ADP Systems Analysis Techniques
Fundamentals of ANS COBOL	
Fundamentals of FORTRAN IV	
Seminar in ADP Management and Administration	



Civil Service Commission - continued

ADP Auditor Training

Auditing Techniques for ADP Systems

Public Service Careers ADP Training

Card Punch Operator Training	Data Processing-Technical
Computer Operator Training	Assistant Training
Computer (Programmer)	
Technician Training	

Who May Attend: Specific eligibility requirements are established for each course. In general they consist of basic skills, knowledges, experience and Center course progressions coupled with GS grade and job responsibility prerequisites.

General Information: The ADP Management Training Center currently concentrates on relatively short-term programs from two to twenty days in length. A wide variety of instructional methods are utilized to achieve training objectives. Workshops, lectures, panel discussions, group discussions, question-and-answer sessions, abstract preparation with student presentations, tours, practical exercises, and selected readings are used as appropriate. In many programs participants receive "hands-on" computer or remote terminal experience.

For Further Information Contact:

Director  
The ADP Management Training Center  
Bureau of Training  
U.S. Civil Service Commission  
1900 E Street, N.W.  
Washington, D.C.

Phone: Area Code 202, 632-5650

Civil Service Commission

Bureau of Training

COMMUNICATIONS AND OFFICE SKILLS TRAINING CENTER  
Washington, D. C.

Purpose: To help meet the need for communications and secretarial-clerical training in the Federal Government.

Programs or Courses Offered:

Office Skills Training

Better Office Skills and Service  
Better Office Skills and Service Instructors' Workshop  
Secretarial Techniques  
Shorthand Excellence  
Operation Update

Communications Training

Writing Effective Letters  
Effective Letterwriting for Management  
Technical Writing Workshop  
Report Writing Workshop  
Writing Regulations and Procedures for Public Understanding  
Workshop in Effective English  
Effective Briefing Techniques

PSC - Upward Mobility Training

Basic Typing  
Office Practices  
Basic Shorthand  
Reading Improvement  
Basic Communications Skills

Who May Attend: Federal, State and local government employees who meet the admission criteria for each specific course.

General Information: The cost for each trainee in every course is shared by the participating agencies. Last year approximately 3,000 employees were trained by the Communications and Office Skills Training Center.

-22-

Civil Service Commission - continued

For Further Information Contact:

Communications and Office Skills Training Center  
Bureau of Training  
U. S. Civil Service Commission  
1900 E Street, NW.  
Washington, D. C. 20415

Phone: Area Code 202, 632-5608

Civil Service Commission

Bureau of Training

EXECUTIVE SEMINAR CENTER

Kings Point, New York; Berkeley, California; Oak Ridge, Tennessee

Purpose: To provide a series of seminars designed to broaden the conceptual understanding and to enhance the administrative abilities of mid-level executives from all departments and agencies.

Programs or Courses Offered:

Administration of Public Policy  
Effects of Technological Development  
Environment of Federal Operations  
Federal Program Management  
Intergovernmental Programs and Problems  
International Affairs and Federal Operations  
Management of Natural Resources  
Management of Organizations  
Social Programs and Economic Opportunities  
The National Economy and the Federal Executive

Who May Attend: The Executive Seminar Centers are meant for mid-level executives with recognized potential performing at levels of difficulty normally found at grades GS-14 and 15 or their equivalent.

General Information: The Executive Seminar Centers are live-in facilities providing room and board for all participants.

For Further Information Contact:

Director  
Executive Seminar Center  
C/O U.S. Merchant Marine Academy  
Kings Point, New York 11024

Phone: Area Code 516, 487-4500 (Commercial)

Director  
Executive Seminar Center  
Room 301, Campus Bancroft Bldg.  
Berkeley, California 94704

Phone: Area Code 415, 841-5121 (Commercial)

Director  
Oak Ridge Executive Seminar Center  
Bureau of Training (Temporary Address)  
U.S. Civil Service Commission  
Washington, D.C. 20415

Phone: Area Code 202, 632-5574

Civil Service Commission

Bureau of Training

GENERAL MANAGEMENT TRAINING CENTER

Washington, D.C.

Purpose: The General Management Training Center conducts training in the Washington, D.C., area for career managers and staff specialists. Courses are given for each level--first line supervisors, middle managers, and executive personnel. In addition to meeting more generalized training needs, the Center offers courses which explore selected fields such as legislative operations and intergovernmental relations. Certain specialized courses are provided for scientists, engineers, and attorneys emphasizing subject areas not adequately satisfied through other sources of training.

Programs or Courses Offered:

Executives, Managers and Supervisors -

1. A series of seven related courses starting with an introductory course for new supervisors and progressing to an advanced seminar for senior career executives. In addition to conducting these courses on an interagency basis, the Center trains agency instructors who conduct these courses for their own agencies.
2. A variety of training to keep executives and managers abreast of new developments and to provide them with knowledge in specialized substantive areas of responsibility such as management of America's water resources, Metropolitan problems and management of "grants" programs.

Scientists and Engineers -

Courses in science policy, management of science and engineering organizations, and in specialized areas such as contracting and information resources.

Attorneys and Hearing Examiners -

Courses to help orient those new to Government, keep others abreast of significant new developments, and provide those in management positions an opportunity to learn effective methods for meeting their responsibilities.

Civil Service Commission - continued

Who May Attend: All employees of Federal executive departments and agencies, independent regulatory agencies, the General Accounting Office, the Government Printing Office and the Library of Congress; employees of State and local governments; and Foreign Nationals sponsored by appropriate Federal agencies. To attend these courses, an employee must be nominated by his agency.

General Information: A brochure briefly describing the General Management Training Center and the 45 courses offered by it is available upon request. Likewise, announcements with more specific information on individual courses are available.

For Further Information Contact:

Director  
General Management Training Center  
Bureau of Training  
U. S. Civil Service Commission  
1900 E Street, NW.  
Washington, D. C. 20415

Phone: Area Code 202, 632-5662

Civil Service Commission

Bureau of Training

LABOR RELATIONS TRAINING CENTER

Washington, D.C.

Purpose: The Labor Relations Training Center was established in November, 1970, in order to provide interagency and inter-governmental training for executives, managers, and supervisors in collective bargaining. Priority will also be given to training in preparing and presenting cases before third party tribunals. Training will also be offered to improve the knowledge and skills of labor relations staff and other personnel staff, who will be involved in labor management negotiations.

Programs or Courses Offered:

Basic Collective Bargaining for Labor  
Relations Specialists  
Collective Bargaining Contract Administration  
for Supervisors  
Collective Bargaining for Middle Management  
Collective Bargaining Issues for Executives  
Collective Bargaining Seminar for Labor Relations  
Specialists

Introduction to Collective Bargaining

The following courses are being developed and will be offered at various times during the year.

Arbitration, Preparation and Presentation of Cases  
Avoiding of Unfair Labor Practices  
Collective Bargaining Briefing for Executives  
Collective Bargaining Preparations  
Determination of an Appropriate Bargaining Unit  
Drafting Collective Bargaining Contracts  
Fact Finding, Preparation and Presentation of Cases  
Labor Disputes and Their Resolutions  
Management Rights in a Union Organizing Campaign  
Techniques of Collective Bargaining Negotiation  
The Mediation Process

Who May Attend: The courses are designed primarily for supervisors, middle management, top executive management, beginning and/or support labor relations and personnel staff, and practicing labor relations and personnel staff. However, several introductory courses are open to all management nominees.

Civil Service Commission - continued

General Information: All courses will include a detailed outline of the subject matter covered. The course materials will be prepared by the Center, duplicated and packaged, in such a manner as to provide participants a useable reference guide for use in their day-to-day labor relations activity. The length of courses offered varies from one-half day to three weeks on both a residential and non-residential basis.

For Further Information Contact:

Director  
Labor Relations Training Center  
Bureau of Training  
U.S. Civil Service Commission  
1900 E Street, N.W.  
Washington, D.C. 20415

Phone: Area Code 202, 632-4410



Civil Service Commission

Bureau of Training

MANAGEMENT SCIENCES TRAINING CENTER  
Washington, D.C.

Purpose: To provide interagency and intergovernmental training and development programs in the specialized disciplines and technical elements applied in the management of public programs and to focus on the development of critical communication links between the manager and the information producing specialist. Under this concept training efforts are concentrated in these areas:

Financial Management courses provide basic and follow-up training in budgeting, accounting, and auditing, with emphasis on management's use of information generated by these specialized disciplines and procedures and on the technical competences required to generate accurate and useful information.

Management Systems training programs offer core conceptual skills training in math, statistics and economics, decision-making, information systems and methods of analysis.

Program Analysis training is oriented to the needs of the producer of analysis. Courses range from training in basic and broadly used techniques to specific applications.

Programs or Courses Offered:

Financial Management

Accrual Accounting Workshop	Financial Technician Series
Accrual Accounting Procedures in Federal Agencies	Governmental Bookkeeping and Accounting
Budget Formulation	Management Use of Financial Information
Budget Justification	Practice Problems in Accounting
Economic Investment Analysis	The Federal Budget Process
Finance in Agency Management	

Management Systems

Cost Reductions in Government Operations by Statistical Methods	Operations Research Orientation Random Sampling in Government Operations
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Civil Service Commission - continued

Design of a Management  
Information System  
Intergovernmental Affairs  
Fellowship Program  
Management Information  
Theory and Practices  
Mathematics for Government  
Operations

Scientifically Based Approaches  
of Management in Federal  
Government  
Statistical Science for Analysis  
Systems Analysis for Government  
Operations  
Techniques and Methods of  
Operations Research

Program Analysis

Basic Data Analysis  
Correlation and Regression  
Analysis  
Cost Benefit Workshop  
Cost Estimating Techniques  
Discount Rates and Procedures  
Economic Investment Analysis  
Educational Program in Systems  
Analysis  
Effective Planning Techniques  
Elements of Management Analysis  
Management Analysis and Review

Network Techniques for Project  
Management  
PPB Seminar  
Program Evaluation Techniques I  
& II  
Value Analysis for Management  
Systems  
Work Simplification  
Workforce Estimating  
Workshop in Problem Definition  
Workshop in Process Flow Charting

Who May Attend: Courses are open to Federal, State, and local government employees who meet the admission criteria for each specific course. Members of foreign governments may arrange for attendance through the U.S. State Department.

General Information: The tuition for each course represents the actual costs of instruction and materials, plus an equitable prorata of the costs of course development and administration of the Center. Per diem and transportation costs are not included and must be borne by the sponsoring activity.

For Further Information Contact:

Director  
Management Sciences Training Center  
Bureau of Training  
U.S. Civil Service Commission  
1900 E Street, N.W.  
Washington, D.C. 20415

Phone: Area Code 202, 632-5600

Civil Service Commission

Bureau of Training

PERSONNEL MANAGEMENT TRAINING CENTER

Washington, D.C.

Purpose: To conduct interagency training in personnel management subjects, and to assist other training activities on personnel management training methods and content.

Programs or Courses Offered:

Personnel Management Systems

Introduction to Personnel Management  
Position Classification and the Management Process  
Basic Staffing and Placement  
Basic Employee Relations  
Advanced Position Classification  
Advanced Staffing and Placement  
Advanced Employee Relations  
Advanced Employee Development  
Position Management  
Personnel Management for Personnel Specialists  
Ideas and Authors -- Personnel Management  
Equal Employment Opportunity -- Program Planning and Execution  
Manpower Planning and Requirements  
Personnel Management for Personnel Assistants  
Personnel Staffing Assistant Function  
Training Trainers of Lower Level Employees  
Employee Relations Assistant Function

Social Science Concepts and Applications

Psychology and the Management of Human Resources  
Organization Theory

Skills, Techniques, and Procedures

Instructor Training  
Investigation of Complaints of Discrimination  
Adverse Actions  
Advanced Equal Employment Opportunity Counseling  
Demonstration Workshop in Videotape Techniques  
Equal Employment Opportunity Counseling  
Personnel Assessment and Selection  
Personnel Interviewing and Counseling  
Pre-Retirement Planning Institute for Agency Advisors  
Training Institute for Recruiters

Civil Service Commission - continued

Workshop in the Job Element Examining Method for Trades  
and Labor Employees  
Appeals and Grievance Examiners  
Counseling Lower Level Employees Instructional Methods  
Workshop

Personnel Management for Managers and Supervisors

Personnel Management for Supervisors  
Role of the Federal Manager in Equal Employment Opportunity  
Position Classification for Managers  
Manager's Role in Occupational Mental Health  
Supervision and On-the-Job Training

Who May Attend: Federal, State and local employees nominated  
by their employing agencies.

General Information: The Center offers a broad curriculum of  
courses designed for entry, middle, and upper level per-  
sonnel specialists; for managers, supervisors; and for  
other employees whose duties require particular subject-  
matter knowledge in personnel management. Each individual  
course announcement specifies the levels and kinds of  
employees for whom the course is primarily intended.

For Further Information Contact:

Director  
Personnel Management Training Center  
Bureau of Training  
U.S. Civil Service Commission  
1900 E Street, NW.  
Washington, D.C. 20415

Phone: Area Code 202, 632-5636

Department of Commerce

National Bureau of Standards

NATIONAL BUREAU OF STANDARDS GRADUATE SCHOOL

Gaithersburg, Maryland

Purpose: The educational and training programs at the National Bureau of Standards are designed to improve the knowledge, skills, and efficiency of the agency's staff and to prepare them systematically for increased responsibilities.

Programs or Courses Offered:

National Bureau of Standards Graduate School offers a number of courses in the physical sciences and kindred fields during the academic year 1971-72. The employee development activities planned range over the spectrum of scientific disciplines and educational levels.

Who May Attend: Although the courses offered are designed primarily to improve the skills and knowledge of staff members, applicants from other agencies will be accepted on a space-available basis.

General Information: Certificates may be earned in the technician's programs. Housing facilities are not provided.

For Further Information Contact:

Mrs. Ann B. Bartlett  
Assistant Registrar  
National Bureau of Standards  
Graduate School  
Washington, D. C. 20234

Phone: Area Code 301, 921-3498

Department of Commerce

National Oceanic and Atmospheric Administration  
and  
National Bureau of Standards

ERL/NBS BOULDER LABORATORIES EDUCATIONAL CENTER  
Boulder, Colorado

Purpose: To provide every opportunity, consistent with the best interest of the Government, for employees to improve their knowledge, skills, and efficiency and to prepare systematically for increased responsibility.

Programs or Courses Offered:

NBS-BL/ERL Career Technician Program  
Shop Technician Program  
Electronic Technician Program  
Analysis Technician Program

Chemistry Courses  
Computer Sciences Courses  
Electronics Courses  
First Aid (Standard, Advanced)  
Mathematics Courses  
Mathematics for Secretaries and Administrative Assistants  
Mechanical Engineering Courses  
Physics Courses  
Project Management  
Secretarial-Clerical Training

Who May Attend: Employees assigned to a non-professional area covered by the Career Technician Program may apply the work toward the certificate. Employees may enroll in courses without pursuing any certificate program if course eligibility requirements are met. Other courses are open to all NOAA and NBS employees and others who obtain special permission to attend.

General Information: These in-house courses are offered in cooperation with the University of Colorado primarily to meet agency training needs. Dormitory housing, as well as hotel and motel facilities, is available.

For Further Information Contact:

Mr. Jack L. Wiley  
Employee Development Officer  
ERL/NBS-BL Education and Training Office  
National Oceanic and Atmospheric Administration  
Research Laboratories  
Boulder, Colorado 80302

Phone: Area Code 303, 447-6372

Department of Commerce

National Oceanic and Atmospheric Administration

NATIONAL WEATHER SERVICE TECHNICAL TRAINING CENTER

Kansas City, Missouri

Purpose: To provide the National Weather Service Engineering and Meteorological Technician Staffs with the training, skills, and knowledge needed in the performance of weather service operations.

Programs or Courses Offered:

Engineering:

Electronics Technician Training  
Electronic Supervisor Training  
Facilities Technician Training

Meteorology:

Weather Service Operations Course  
Surface Instruments Training

Who May Attend: Meteorological Technician, Electronic and Electrical Engineers and Facilities Technicians, Substation Network Specialists and other personnel in the field of meteorological and associated fields.

General Information: Convenient and reasonable lodging is available at hotels, apartments, motels and private homes located convenient to the training center.

For Further Information Contact:

Mr. Lawrence K. Eide  
Acting Superintendent  
National Weather Service Technical  
Training Center  
Room 300 - 601 Hardesty Avenue  
Kansas City, Missouri 64124

Phone: Area Code 816, 374-6326

Department of Commerce

National Oceanic and Atmospheric Administration

NOAA OFFICER TRAINING CENTER

Kings Point, New York

Purpose: To provide an intensive eight (8) week orientation training program for the newly commissioned officer, with the broad objectives of an introduction to the uniformed service and commissioned officer type of life: training in seamanship, marine navigation, ship organization; and a brief orientation in entire organization.

Programs or Courses Offered:

One course as above is offered four (4) times a year, usually in January, April, July, and October.

Who May Attend: The training course is designed to be presented to persons newly recruited into the NOAA Commissioned Corps before their first working assignment.

General Information: Living quarters are assigned (two officers per room) on the academy grounds: Cooperating Federal agencies or academic institution; United States Department of Commerce; Merchant Marine Academy, Kings Point, New York; long and short-range plans may be expanded or contracted to keep the Corps at the strength authorized by Congress.

For Further Information Contact:

Lt. Cdr. Joseph W. Dropp  
Officer-in-Charge  
NOAA Officer Training Center  
Furuset Hall, Room N-120  
U. S. Merchant Marine Academy  
National Oceanic and Atmospheric Administration  
Kings Point, New York 11024

Phone: Area Code 516, 482-8200, extension 360 or 328



-36-

Department of Commerce

Patent Office

PATENT OFFICE ACADEMY

Arlington, Virginia

Purpose: The purpose of this center is to provide relatively new Patent Examiners with in-depth training in the basic and more advanced techniques and practices of patent examinations.

Programs or Courses Offered:

Basic and Advanced Patent Examiners Training Program.

Who May Attend: All participants must have a degree in science or engineering, and be involved in patent examination or prosecution.

General Information: Lecture, classroom discussion, and case studies are used. This training program does not provide for living arrangements.

For Further Information Contact:

Chairman, Curriculum Committee  
Patent Office Academy  
Patent Office  
Washington, D.C. 20231

Phone: Area Code 703, 557-3425

Department of Defense

Air Force

AIR FORCE PERSONNEL DEVELOPMENT CENTER

Gunter Air Force Base, Alabama

Purpose: To increase the technical competence of civilian personnel office specialists, to expand the managerial and staff skills of supervisory and executive members of the personnel vocation, and to support special courses, seminars and conferences concerning matters of timely importance in civilian personnel management.

Programs or Courses Offered:

Civilian Personnel Officer  
Classification and Wage Administration, Basic and  
Advanced Course  
Employee Career Development, Advance Course  
Placement and Employee-Management Relations, Basic  
and Advance Course  
Program Management  
Union-Management Relations

Who May Attend: Participants must have capacity for development and desire for professional advancement and must be assigned to duties relating to the subject of the particular course.

General Information: Government housing is available to civilians upon request.

For Further Information Contact:

Dr. Henry J. Duel  
Personnel Research Branch  
Fields Programs Division AFPCP-MA  
Hq. USAF  
Forrestal Building  
Washington, D.C. 20330

Phone: Area Code 202, 693-5313

Department of Defense

Army

AMC AMMUNITION SCHOOL  
Savanna, Illinois

Purpose: To provide progressive technical, operational, and administrative training in the field of ammunition to produce qualified personnel to support staff and technical positions related to the mission of USAMC in support of Army-Side requirements and to satisfy specialized Department of Defense commitments.

Courses or Programs Offered:

Twenty-one courses dealing with ammunition, transportation, guided missiles, chemical munitions, and nuclear weapons.

Who May Attend: All Department of Defense military and civilian personnel may attend any course of instruction offered by the School provided course prerequisites and quota requirements have been met. Persons, other than those actively engaged in the Ammunition Inspector (Surveillance) Career Program, should contact the Secretary of the School for specific attendance requirements. Training necessary in the career development of the Ammunition Inspector will be scheduled by the Ammunition Civilian Career Office, Savanna Army Depot.

General Information: All male officers, enlisted men, and civilian personnel reporting to the School for training must occupy Government quarters on the post. Female students will be permitted to make their own living arrangements as none are available on the post. Dining facilities are available for all personnel.

Transportation is available by bus from living quarters on post to the School and from the Army Depot to the town of Savanna.

For Further Information Contact:

Commanding Officer  
Savanna Army Depot  
Attn: AMX5V-ASA  
Savanna, Illinois 61074

Phone: Area Code 815, 273-2211

Department of Defense

Army

ARMY MANAGEMENT ENGINEERING TRAINING AGENCY  
Rock Island, Illinois

Purpose: To develop and impart a comprehensive body of knowledge of scientific management techniques and practices. The courses are principle, concept and/or technique oriented, with every effort being made to demonstrate best management practices in order to assist the enrollee in applying knowledge gained upon his return to his installation.

Programs or Courses Offered:

Detailed description listing of courses is contained in AMETA catalog.

Who May Attend: Appreciation Courses - managerial personnel in (GS-9/11 and above)

Basic Technique Courses - personnel in training as specialists in particular scientific management techniques

Executive Workshops - top management executives (GS-14 and above)

Intern Programs - carefully selected employees who will be future staff specialists and managers in their occupational field

Seminars - managerial personnel (GS-9 and above)

General Information: AMETA students are furnished quarters through contracts with local hotels. Cafeteria and library facilities are available on post.

For Further Information Contact:

Dr. James O. Jensen  
Associate Director, U.S. Army Management  
Engineering Training Agency  
Rock Island Arsenal  
Rock Island, Illinois 61202

Phone: Area Code 309, 794-6043

Department of Defense

Army

ARMY MATERIALS AND MECHANICS RESEARCH CENTER

Watertown, Massachusetts

Purpose: To train government quality assurance personnel in the applications and limitations of the commonly used non-destructive test methods, the proper testing procedures and methods of interpreting test results.

Programs or Courses Offered:

Courses in the applications, limitations and interpretation of test results for non-destructive test methods used in quality assurance procedures.

Who May Attend: Personnel in quality assurance and inspection career fields.

General Information: Off-post accommodations in hotels, motels and lodging houses are adequate and plentiful in the area.

For Further Information Contact:

Army Materials and Mechanics  
Research Center  
Attn: AMXMR-MT  
Watertown, Massachusetts 02172

Phone: Area Code 617, 926-1900

Department of Defense

Army

ARMY REGIONAL TRAINING CENTER - MIDWEST REGION  
Indianapolis, Indiana

Purpose: The objectives of the Center are to develop a broad perspective of the personnel management job in relation to the total management function; improve insight into the personnel management responsibility of operating staff officials and their relationship to each other; increase understanding of current developments in personnel management; and to improve those human relations skills which make for effectiveness in managing people.

Programs or Courses Offered:

Personnel Management for Executives' Conferences.

Who May Attend: The course is designed for the top levels of management - military and civilian (GS-12 or above or field grade officers). Personnel of all Federal agencies are eligible to attend. On occasion an exception has been made, when special circumstances warrant, to allow non-government personnel to attend.

General Information: The PME Conference is conducted at Hueston Wood Lodge, College Corner, Ohio which is a division of Parks and Recreation, Ohio Department of National Resources. This provides for all conferees to be housed in the conference area. Study and lounge rooms are available in the housing area.

For Further Information Contact:

Mr. Vernon E. Orienturf  
Chief, Training and Development Division  
Officer Director of Civilian Personnel  
U. S. Army Finance Center  
Indianapolis, Indiana 46249

Phone: Area Code 317, 542-3401

Department of Defense

Army

ARMY REGIONAL TRAINING CENTER - NORTHEAST REGION

Fort Monmouth, New Jersey

Purpose: To develop a broad perspective of the personnel management job in relation to the total management function; to improve insight into the personnel management responsibility of operating and staff officials and their relationships to each other.

Programs or Courses Offered:

Personnel Management for Executives' Conferences

Who May Attend: Senior civilian and military executives of all Federal agencies are eligible to attend.

General Information: All participants are housed in the conference facilities.

For Further Information Contact:

Mr. William J. Brennan  
Chief, Education and Training  
Employee Development Branch  
Civilian Personnel Division  
U. S. Army Electronics Command  
Fort Monmouth, New Jersey 07703

Phone: Area Code 201, 532-9000 ext. 21065

Department of Defense

Army

CENTRAL TRAINING INSTITUTE (CTI)

Saigon, Long Binh, and Can Tho, Republic of Vietnam

Purpose: To provide industrial skills, language, clerical, and management training for employees and managers assigned to Army organizations in the Republic of Vietnam.

Programs or Courses Offered:

Automotive Repair  
Equipment Repair and Handling  
Industrial Skills  
Language Instruction and Improvement  
Management  
Office Procedures and Skills

Who May Attend: All USARV and serviced organizations within the Republic of Vietnam may nominate their employees to attend CTI courses. Personnel from other U. S. government agencies may be nominated on a space-available basis. Requests from other agencies will be forwarded to the Commanding General, United States Army, Vietnam, ATTN: AVCHP, APO 96375.

General Information: The CTI has trained an average of 5,000 employees each year since 1966, for serviced organizations. CTI classrooms and facilities are concentrated in three areas in RVN; Saigon, Long Binh, and Can Tho. A new trades school with live-in facilities is under construction at Long Binh and is expected to be in operation by May 1970.

CTI course objectives, length, and criteria for attendance are listed in USARV Pamphlet 690-1, CTI Course Catalog. The Catalog also describes how CTI spaces or instructors cadres are obtained.

CTI instructors will be sent TDY to outlying areas to conduct on-site courses if training needs support requests.

For Further Information Contact:

Director, Central Training Institute  
Office of the Civilian Personnel Director  
United States Army, Vietnam  
APO 96375



Department of Defense

Army

HARRY DIAMOND LABORATORIES TRAINING CENTER  
Washington, D. C.

Purpose: The Center provides Harry Diamond Laboratories' employees the opportunity to maintain the state of the art in the needed science and engineering fields. Courses given are non-credit and taught by senior scientists and engineers who are employees of HDL.

Programs or Courses Offered:

The following courses are taught as the need arises with some being taught on a continuing basis during the day.

Computer Oriented Calculus I & II  
Electronic Circuit Analysis by Computer (SCEPTRE)  
Elements of Freezing  
Elements of Radar  
Fourier Series and Transfers  
Probability Theory and Statistics

Who May Attend: Persons meeting the necessary prerequisites and having required security clearances. Most of the above courses are taught at the graduate level and assume a general knowledge of the subject.

General Information: The Harry Diamond Laboratories have no living quarters for military or civilian personnel.

For Further Information Contact:

Mr. John K. Blundon  
Chief, Training and Development Branch  
Civilian Personnel Office  
Harry Diamond Laboratories  
Connecticut and VanNess Street, NW.  
Washington, D. C. 20438

Phone: Area Code 202, 896-9779

Department of Defense

Army

LOGISTICS INTERN TRAINING CENTER  
Texarkana, Texas

Purpose: To identify, develop, maintain, and replenish civilian career talent for managerial positions in depot operations, maintenance management, and maintainability engineering throughout the Department of the Army; to provide centralized training for Army Materiel Command personnel in depot maintenance field level work ordering and reporting procedures.

Programs or Courses Offered:

Depot Operations Intern Training Program  
Maintainability Engineering Intern Training Program  
Maintainability Work Ordering and Reporting Procedures  
Maintenance Management Intern Training Program  
Production Design Engineering Intern Training Program  
Safety Engineering Intern Training Program

Who May Attend:

- a) Maintenance Management and Depot Operations Intern Training Programs - Must meet FSEE eligibility for either GS-5 or GS-7 Supply Management Assistant or Equipment Specialist, and pass personal interview.
- b) Maintainability, Safety, and Production Design, Engineering Intern Training Program - Must be graduate engineer and pass personal interview.
- c) Maintenance Work Ordering and Reporting Procedures Course - Trainees must be closely associated with the preparation of the Depot Master Plan, Program Status Report, or processing of work authorizations involved in scheduling and mark-ups.

General Information: The center utilizes lecturers from other Federal agencies. The Maintainability Engineering Intern Program is conducted under contract with Texas A & M University. Because the courses are one to two years in duration, participants obtain their own housing, which is amply available within commuting distance of the Depot.

For Further Information Contact:

Mr. Elby W. McMichael  
Director, Intern Training Center  
Red River Army Depot  
Attention: AMXRR-I  
Texarkana, Texas 75501

Department of Defense

Army

LOGISTICS MANAGEMENT CENTER  
Fort Lee, Virginia

Purpose: To provide resident and non-resident instruction to wholesale logistics management; to conduct research; to formulate logistics doctrine; to maintain and disseminate bibliographic data on logistics studies on a Defense-wide basis; to assist selected foreign countries under the Military Assistance Program and other assistance programs; to develop courses in logistics for establishment in those countries; to assist Department of Defense logistics operating agencies in the installation of logistics management techniques.

Programs or Courses Offered:

The program consists of resident and non-resident instruction in wholesale logistics management and includes 14 courses and seminars in Army logistics management and 11 courses in Defense logistics management.

Who May Attend: Prerequisites for civilian nominees are based on grade and work assignment, and depend on the level of the course offered. All nominees must have a high school education and sufficient experience in logistics to comprehend the terminology and techniques employed in the course.

General Information: The Center faculty is supplemented by staff from other Defense agencies. Participants are required to occupy Government quarters while attending resident courses.

For Further Information Contact:

Mr. Joseph J. Lamantia  
Chief, Registrar Office  
U.S. Army Logistics Management Center  
Fort Lee, Virginia 23801

Phone: Area Code 703, 734-6303

Department of Defense

Army

QUALITY ASSURANCE INDUSTRIAL TRAINING, U.S. ARMY MATERIEL COMMAND  
Frankford Arsenal, Philadelphia, Pennsylvania

Purpose: Technical development is a process of continued growth through well selected works and practical experience, which serves to increase competence in specialized fields and to provide breadth and variety in background. The Centralized Training Program offers unequalled opportunities for such growth through a series of planned technical courses both in the electronic fields as well as in the field of mechanical and optical to meet the constantly changing technology.

Programs or Courses Offered:

Thirty-six courses are offered in the electronics and electro-mechanical optical fields.

Who May Attend: Attendance is primarily for AMC personnel but on a space available basis for Army, Navy, Air Force, and Contractor Personnel.

General Information: Government quarters are not available. Reservations will be made on request.

For Further Information Contact:

Mr. George Huver, Acting Chief  
Training Division  
U.S. Army, Frankford Arsenal  
ATTN: SMUFA-Q7000, Bldg. 42-2  
Bridge & Tacony Streets  
Philadelphia, Pennsylvania 19137

Phone: Area Code 215, JE 5-2900 ext. 4202

Department of Defense

Army

U.S. ARMY SCHOOL, EUROPE  
Oberammergau, Germany

Purpose: To function as the Army Regional Training Center for Europe in conducting Personnel Management for Executives Conferences and other Department of the Army Management Courses for the European Region; to provide technical, professional, administrative and management training as necessary.

Programs or Courses Offered:

Advanced Position and Pay Management  
Advanced Training and Development Seminar  
Conference Leadership Institute  
Grievance Examiner  
Labor Relations  
Organization Planning  
Personnel Management for Executives  
Position and Pay Management  
Recruitment and Placement  
Regulatory Base of Personnel Management  
Seminar for Chiefs of Management Offices  
Standard Time Data  
Systems and Procedures Analysis  
Work Methods and Standards  
Work Methods and Standards Appreciation  
Work Planning and Control  
Work Planning and Control Appreciation

Who May Attend: Personnel who have actual or anticipated assignments requiring the training and who meet the prerequisites of individual courses may participate.

General Information: On-site housing is provided.

For Further Information Contact:

Mr. Kenneth H. Dobelbower, Director  
Executive and Career Development Department  
U.S. Army School  
Europe APO 09172

Department of Defense

Army

U. S. ARMY TOPOGRAPHIC COMMAND TRAINING CENTER  
Washington, D. C.

Purpose: To train and develop employees in the various skills, abilities and knowledges needed in the production and management of the Geodetic and Cartographic mission of the U. S. Army Topographic Command.

Programs or Courses Offered:

Professional Scientific, and  
Engineering

Aerial Photo Interpretation  
Analytical Photogrammetry  
Professional Cartography and  
Geodesy for Engineers and  
Scientists  
Technical Cartography

Management, Supervision  
and Administration

Conference Leadership  
Personnel Management  
Role of the Supervisor  
Supervisor Development  
Value Engineering  
Work Simplification

Communication Skills

Effective Speaking  
Plain Letters

Clerical

Military Correspondence

Orientation

Pre-Retirement Planning

Health and Safety

First Aid  
Medical Self-Help  
Civil Defense

Who May Attend: Admission requirements vary from course to course.

General Information: In fiscal year 1970, 813 agency employees and four interagency personnel were trained in various courses offered by the Center. Participation by other agencies is encouraged. Housing is not provided.

For Further Information Contact:

Mr. Arthur L. Benton, Acting Chief  
Training and Development Division  
Personnel Office  
U. S. Army Topographic Command  
6500 Brooks Lane  
Washington, D. C. 20315

Phone: Area Code 301, 986-2384

-50-

Department of Defense

Navy

CAPITAL AREA PERSONNEL SERVICES OFFICE, NAVY EMPLOYEE  
TRAINING CENTER  
Arlington, Virginia

Purpose: To conduct and/or coordinate common-needed training programs for headquarters offices, bureaus, systems commands, and nearby field activities. The Center works with the offices, bureaus, systems commands, and nearby field activities to determine training needs and to formulate programs which will satisfy these needs.

Programs or Courses Offered:

After-Hours Programs  
Communications  
General Management  
Management Skills  
Orientation  
Personnel Management

Who May Attend: Navy employees and other Federal employees on a space available basis.

General Information: The Center was officially established in October 1968. No living accommodations are provided, but motels and hotels are available in the area.

For Further Information Contact:

Head, Employee Development Division  
Capital Area Personnel Services Office, Navy  
Ballston Center Tower Two, Room 1111  
801 North Randolph Street  
Arlington, Virginia 22203

Phone: Area Code 202, 692-4477

Department of Defense

Navy

CCPO TRAINING CENTER, FIFTH NAVAL DISTRICT  
Norfolk, Virginia

Purpose: To meet the current needs of the thirty-six serviced activities.

Programs or Courses Offered:

Basic Speech Techniques  
New Math  
Public Speaking

Who May Attend: Employees of the CCPO serviced activities, military and civilians, and others on a space available basis.

General Information: Classes are held on base at Headquarters, Fifth Naval District.

For Further Information Contact:

Mrs. Elizabeth Gilbert  
Employee Development Specialist  
Consolidated Civilian Personnel Office  
Headquarters, Fifth Naval District  
Norfolk, Virginia 23511

Phone: Area Code 703, 444-2645



Department of Defense

Navy

NATIONAL NAVAL MEDICAL CENTER

Bethesda, Maryland

Purpose: To assist management and supervisory personnel in providing training needed to maintain a well trained work force and to aid in advanced planning and budgeting for training.

Programs or Courses Offered:

These relatively short-term programs are presented during the months of September through May. Courses include:

- Basic Math and English
- Effective Listening and Advanced Effective Listening
- Home Study Supervisory Course
- Navy Correspondence Procedures
- Reading Improvement
- Refresher Typing
- Supervisory Development

Who May Attend: Attendance limited to Medical Center Personnel, military and civilian.

For Further Information Contact:

Mr. Nicholas J. Szabados  
Head, Training and Educational Services Branch  
Building 7, Room 32  
National Naval Medical Center  
Bethesda, Maryland 20014

Phone: Area Code 301, 295-0574

Department of Defense

Navy

NAVFAC TECHNICAL TRAINING CENTER  
Norfolk, Virginia

Purpose: To provide career planning for wage board occupations in public works centers and departments in Navy field activities; to provide correspondence courses for public works occupations; to arrange for necessary technical courses through contracts for training in non-Government facilities.

Programs or Courses Offered:

Classroom Training

Air Conditioning and Refrigeration	High and Low Voltage Coordination
Air Operated Controllers	Instruction Alarm Systems
Boiler Inspection	Instrumentation and Measurements
Corrected Flow Measurements	Pneumatic Controls
Diesel Fuel Injection	Protective Electrical Devices
Diesel Power Generator	Solar Gas Turbine
Electric Controls	Telemetering Service
Heating Plant Operations	Transmission Fundamentals

Correspondence Courses

Basic Arithmetic	Basic Drafting
Basic Control Theory and Circuit Control	Basic Principles of Electricity
Basic Draft Tools	Water and Sewage

Who May Attend: Admission requirements vary with the occupational and career needs of the employees concerned.

General Information: Living facilities are not provided.

For Further Information Contact:

Mr. Warren L. Frink, Director  
Naval Facilities Technical Training Center  
Navy Public Works Center  
Norfolk, Virginia 23511

Phone: Area Code 703, 690-2586

-54-

Department of Defense

Navy

NAVORDSYSCOM ENVIRONMENTAL HEALTH CENTER  
Cincinnati, Ohio

Purpose: The courses are designed to orient Navy personnel involved in the maintenance of health and safety with the principles of occupational health and the procedures used to recognize, evaluate, and control occupational health hazards.

Programs or Courses Offered:

Industrial Environmental Health Workshop

Who May Attend: Physicians, nurses, and paramedical personnel may attend.

General Information: Lecturers include scientific personnel from Federal agencies and professors from universities. Workshops are held in San Francisco and New York. Government housing is not provided.

For Further Information Contact:

Mr. Jim Fultz  
Training Director  
Naval Ammunition Depot  
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Navy

NAVORDSYSCOM FIELD SAFETY SCHOOL  
Crane, Indiana

Purpose: To develop the knowledge and experience necessary for Naval Ammunitions personnel and others to carry out their functions under the safest conditions.

Programs or Courses Offered:

Explosives Safety  
Fire Protection  
Health and Hygiene

Industrial Safety  
Motor Vehicle Safety  
Safety Management

Who May Attend: Military and civilian personnel from Government activities and from private industry with Government contracts, who are fully capable of absorbing and applying the instructions they receive, are eligible.

General Information: Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Mr. Jim Fultz  
Training Director  
Naval Ammunition Depot  
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Navy

NAVY LOGISTIC MANAGEMENT SCHOOL

Washington, D.C.

Purpose: To develop formal logistic support, programming and budget training courses; to provide a complete and comprehensive training program in logistics.

Programs or Courses Offered:

Integrated Logistic Support Concepts Course  
Integrated Logistic Support Managers Course  
Navy Department Planning and Management Systems Course  
Navy Department Systems Analysis Course

Who May Attend: Rank of Lieutenant Commander or a grade level of GS-12 or above is required for participation in addition to secret clearance.

General Information: Government housing is not provided.

For Further Information Contact:

Mr. Harold Pelton  
Deputy Director, Navy Logistic Management School  
Naval Station  
Washington, D.C. 20390

Phone: Area Code 202, 693-3384

Department of Defense

Navy

PROCUREMENT TRAINING AND DEVELOPMENT BRANCH  
Washington, D.C.

Purpose: To improve proficiency of procurement personnel.

Programs or Courses Offered:

Advanced Procurement Planning Seminar  
Art and Technique of Negotiation Contract Modifications  
Cost and Price Analysis and Negotiation Technique  
Defense Advance Incentive Contracting Workshop  
Defense Two-Step Formal Advertising and Multi-Year  
Procurement Seminar  
Defense Procurement Executive Refresher Course  
Defense Small Purchase Course  
Principles and Applications of Value Engineering  
Procurement Management for Technical Personnel  
Termination Settlement and Negotiations

Who May Attend: Personnel from other agencies are eligible  
to attend. Admission requirements vary per course.

General Information: Housing facilities are not provided.

For Further Information Contact:

Miss Grace Steckel  
Procurement Analyst  
Naval Materiel Command (0213)  
Washington, D.C. 20360

Phone: Area Code 202, 692-8689

Department of Defense

Navy

WEAPONS PRODUCTION ENGINEERING CENTER  
Crane, Indiana

Purpose: To provide the enrollee with the working knowledge necessary to perform the duties of a technician in a sound work measurement program and to relate this effort to the overall management process.

Programs or Courses Offered:

Department of Defense Work Methods and Standards Course  
Methods Time Measurement (Updating)  
Standard Operations Procedures - Safety Relationships  
Work Methods Standards Orientation

Who May Attend: The course is designed for persons presently engaged in (or soon to be assigned to) methods study and work measurement activities. The attendee must be adept in applying basic arithmetic and simple algebraic techniques.

General Information: Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Mr. Jim Fultz  
Training Director  
Naval Ammunition Depot  
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Defense Contract Audit Agency

DEFENSE CONTRACT AUDIT INSTITUTE

Memphis, Tennessee

Purpose: The objective of the Institute is to provide professional audit training to Defense Contract Audit Agency personnel. The Agency's mission requires that its audit workforce be knowledgeable in subjects that are not taught at other Federal or non-Government training facilities. The Institute was established in order to fill this void and provide instruction in basic and advanced contract audit techniques.

Programs or Courses Offered:

Audit in Automatic Data Processing Environment  
Auditor Intern  
Graphic and Computational Analysis Techniques  
Improvement Curve Analysis Techniques  
Intermediate Auditor--Methods and Techniques  
Intermediate Auditor--Technical Indoctrination  
Statistical Sampling Seminar  
Supervision and Technical Management of Audits

Who May Attend: The DEAA Master Training and Development Plan is an integral element of the DEAA Auditor Career Management Program. Courses in the plan will provide professional, technical, and managerial training commensurate with the employee's grade level and/or career level.

General Information: In fiscal year 1970, a total of 1,141 agency employees and 24 employees of other Federal agencies were trained. Students are provided living accommodations in commercially operated hotels/motels in Memphis, Tennessee.

For Further Information Contact:

Chief, Professional Development Division  
Office of the Deputy for Review and  
Evaluation  
Headquarters, Defense Contract Audit Agency  
Cameron Station  
Alexandria, Virginia 22314

Phone: Area Code 202, 694-7341



Department of Defense  
National Security Agency

NATIONAL CRYPTOLOGIC SCHOOL  
Fort Meade, Maryland

Purpose: To provide cryptologic training for NSA personnel.

Programs or Courses Offered:

The National Cryptologic School Catalog, which identifies courses offered, will be made available on a need-to-know basis to personnel holding SECRET clearances.

Who May Attend: Personnel possessing appropriate security clearances and having a valid need-to-know are admitted to National Cryptologic courses on a quota basis.

General Information: Both agency and interagency employees are trained. No housing facilities are provided, but motel facilities are located nearby.

For Further Information Contact:

Commandant  
National Cryptologic School  
National Security Agency  
Fort George Meade, Maryland 20755

District of Columbia Government

DEPARTMENT OF CORRECTIONS TRAINING ACADEMY

Lorton, Virginia

Purpose: To develop and conduct in-service training programs, and to provide outside training and developmental opportunities for personnel of the D.C. Department of Corrections.

Programs or Courses Offered:

Disturbance and Security Training  
Executive Seminars  
In-Service Training for Correctional Officers  
Management I, II, and III  
Pre-Service (Orientation) Training for all  
New Employees  
Pre-Service Training for all new Correctional  
Officers  
Seminars for Social Workers  
Supervision I and II  
Weapons Qualification Training

Who May Attend: Personnel of the D.C. Department of Corrections; personnel of other departments and agencies of the D.C. Government; and personnel of Federal, State, and local correctional agencies on a space available basis.

General Information: No on-site quarters available. Training programs are conducted in conjunction with the Law Enforcement Assistance Administration, U.S. Department of Justice.

For Further Information Contact:

Mr. John W. Sisson  
Administrator, Department of Corrections  
Training Academy  
Box 25  
Lorton, Virginia 22079

Phone: Area Code 703, 768-9200

District of Columbia Government

DISTRICT OF COLUMBIA FIRE DEPARTMENT TRAINING CENTER  
Washington, D.C.

Purpose: To train members of the Department in order to attain the utmost in fire fighting effectiveness and efficiency.

Programs or Courses Offered:

Basic Firefighting  
Civil Defense  
Emergency Ambulance Service Course  
First Aid Instructor Course  
Foam and Dry Chemical Truck Technician's Course  
MB-5 Aircraft Fire Fighting  
Officers Training Course  
Pump Course  
Vehicle-Training for Drivers and Turret Operators  
Water Supply

Who May Attend: Trainees must have duties related to fire fighting.

General Information: Housing facilities are not available.

For Further Information Contact:

Deputy Chief Joseph J. Zeis  
Chief, Training Division  
D.C. Fire Department  
Training Center  
4600 Overlook Ave., S.W.  
Washington, D.C. 20032

Phone: Area Code 202, 462-1762

District of Columbia Government

METROPOLITAN POLICE DEPARTMENT TRAINING DIVISION  
Washington, D.C.

Purpose: To develop training programs and curriculum and to provide training to police officers, to recommend and arrange training in institutes of higher learning.

Programs or Courses Offered:

Advance Investigative Techniques  
Advanced Collection and Preservation of Physical Evidence  
Canine Corps Training  
Civil Disturbance Unit Training  
Crime Scene Search  
Emerging Role of the Professional Police Officer in the Urban Community  
Police Instructor Training  
Police Press Relations  
Police Recruit School  
Police Supervisory Command School

Who May Attend: Participants must be Police Officers of the Metropolitan Police Department, Washington, D.C. or an invited member of another law enforcement agency. A high school diploma or a certificate of equivalency is required.

General Information: Due to limited facilities and personnel, this center is unable to offer the use of its facilities to other agencies. However whenever possible, every effort is made to cooperate with Federal agencies by supplying printed materials and speakers when requested.

For Further Information Contact:

Mr. James L. Charney  
Director, Training Division  
Metropolitan Police Department  
300 Indiana Avenue, N.W.  
Washington, D.C. 20001

Phone: Area Code 202, 626-2000

Environmental Protection Agency

NATIONAL TRAINING CENTER

Cincinnati, Ohio, Ada, Oklahoma, Athens, Georgia, Corvallis, Oregon,  
Edison, New Jersey, Anchorage and Fairbanks, Alaska

Purpose: To design, develop and implement specialized training  
in the causes, prevention, and control of water pollution  
for State, regional, and local government water quality  
management personnel, and others with similar responsibilities.

Programs or Courses Offered:

Broad areas of courses including analytical courses in  
biological and chemical speciality areas related to all  
forms of water pollution assessment and abatement and  
courses in:

Advances in the Treatment of  
Domestic Wastes  
Analytical Quality Control  
Bacterial Examination of  
Drinking Water  
Characterization and Treatment  
of Organic Industrial Waters  
Chemical Examination of Drinking  
Water  
Control of Oil and Other  
Hazardous Materials  
Current Practices in Water  
Microbiology  
Estuary Studies  
Field and Laboratory Activities  
in Water Quality Surveys  
Geohydrologic Relationships in  
Water Pollution  
Ground Water Technology

Monitoring, Data Collection,  
Evaluation and Analysis  
Orientation in Water Hygiene  
Planning, Development and  
Management of Wastewater  
Treatment Facilities  
Sewage Treatment Facilities for  
Federal Installations  
State and Federal Joint Surveys  
Unit Processes - Water Plant  
Operation  
Use of Photogrammetric Techniques  
in Water Pollution Control  
Wastewater Treatment Operation  
and Operator Instruction  
Development  
Water Pollution Ecology  
Water Treatment Technology

Who May Attend: Scientists, engineers, managers, and other  
professional people; technicians and operators engaged in the  
field of water quality management, pollution abatement, and  
related activities.

General Information: Hotels and motels in each area provide  
housing.

For Further Information Contact:

Director, National Training Center  
Water Quality Office  
Environmental Protection Agency  
4676 Columbia Parkway  
Cincinnati, Ohio 45226  
Phone: Area Code 513, 871-1820, ext. 259

Department of Health, Education and Welfare

Office of Education

SOUTHWEST INTERAGENCY TRAINING CENTER  
Washington, D.C.

Purpose: To provide basic skills training and upgrading  
skills training to lower-level Federal employees.

Programs or Courses Offered:

Basic Skills  
Key punch  
Orientation and Assessment  
Secretarial Procedures  
Shorthand  
Typing

Who May Attend: All Federal employees whose PSC  
proposals have been approved by the Civil Service  
Commission may send employees to the SWTC for  
training.

General Information: The SWTC is conducted by Federal  
City College and became operational December 8, 1970.

For Further Information Contact:

Mr. John M. Jenkins  
Chairman, Advisory Council, SWTC  
Room 1132, Office of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20201

Phone: Area Code 202, 963-5269

Department of Health, Education and Welfare

Public Health Service

APPLIED STATISTICS TRAINING INSTITUTE (ASTI)

Research Triangle Park, North Carolina

Purpose: To provide short-term practical courses in vital and health statistics for State and local health department personnel, and others with similar responsibilities in the Federal Government and in health-related fields; to provide consultation and assistance in the development of training activities of State and local health agencies; and to develop regional training programs in vital and health statistics.

Programs or Courses Offered:

Computer Processing; Capabilities and Limitations  
of Computer Systems  
Data Systems for Mental Health Centers  
Health Survey Sampling Methods  
Research Design in Evaluation of Health Programs  
Statistical Methods of Diagnosing Community  
Health Status  
Statistical Methods in Public Health  
Techniques in Demography  
Use of Health Records in Medical Care Research  
Vital Statistics Organization and Administration  
Vital Statistics Records and Their Uses

Who May Attend: Vital and Health Statisticians, Health and Program Directors and other health personnel who work in the field of statistics, or who need to know more about the use of statistics in the health field.

General Information: There is no tuition fee. Assistance is given in obtaining housing at local hotels and motels.

For Further Information Contact:

Dr. Anders S. Lunde  
Director, Office of State Services  
National Center for Health Statistics  
P.O. Box 12214  
Research Triangle Park, North Carolina 27709

Phone: Area Code 919, 549-7416

Department of Health, Education, and Welfare

Public Health Service

DESERT WILLOW TRAINING CENTER

Tucson, Arizona

Purpose: To foster the development of knowledge, skills, and concepts which can be applied to accelerate better health for more Indian and Alaska Native people.

Programs or Courses Offered:

Dental Officer Training in Epidemiology  
Epidemiology  
Health Program Management for Indian Health Service Staff  
Health Program Management for Indian Leaders  
Indian Community Health Representative Program  
Professional Forums

Who May Attend: The first two programs listed above are open only to American Indians and Alaska Natives. The 3rd program is for IHS Staff while the Forums are given for advisory groups and other professionals. The epidemiology courses are limited to supervisory personnel of GS-7 and above.

General Information: The training center was formerly a dude ranch and has complete lodging, dining and recreational facilities.

For Further Information Contact:

Mr. John W. Wydro  
Assistant Chief, Training Branch  
Indian Health Service  
5600 Fishers Lane  
Rockville, Maryland 20852

Phone: Area Code 301, 433-1190

Office of the Director  
IHS Desert Willow Training Center  
P.O. Box 17510  
10755 Tanque Verde Road  
Tucson, Arizona 85710

Phone: Area Code 602, 792-6451



Department of Health, Education and Welfare

Public Health Service

CENTER FOR DISEASE CONTROL TRAINING

Atlanta, Georgia

Purpose: Prevent and control communicable and vectorborne diseases and other preventable conditions, including those related to malnutrition, through consultation and training. Up-to-date technical content is furnished by Center staff members and consultants from universities and health agencies. Consultation and assistance is also provided for training activities conducted by State and local health agencies.

Programs or Courses Offered:

The Center offers many courses in communicable disease control along with some courses in personal and organizational skills and in training aids and methodology.

Who May Attend: All professions and disciplines involved in the prevention and control of disease, priority is given to the employees of official health agencies.

General Information: Travel, housing, and subsistence costs must be paid by the trainee. All further information needed by applicants will be supplied when they are accepted.

For Further Information Contact:

Center for Disease Control  
Attention: Training  
Atlanta, Georgia 30333

Phone: Area Code 404, 633-3311, extension 6765

Department of the Interior

DEPARTMENTAL CLERICAL TRAINING CENTER  
Washington, D.C.

Purpose: To provide inter-bureau clerical skills training for employees in grades GS-1 through GS-7. The overall purpose is to improve clerical skills for possible upgrading of lower-level employees.

Programs or Courses Offered:

"Read Your Way Up" (for Summer Aids)  
Refresher Shorthand  
Refresher Typing  
Secretary's Skills Workshop

Who May Attend: Departmental personnel and other agency and department personnel on a space-available, reimbursable basis.

General Information: A comprehensive reading program is being developed and will begin in March 1971. Additional courses and programs will be developed as needs dictate.

For Further Information Contact:

Miss Mary F. Balmer  
Employee Development Specialist  
U.S. Department of the Interior  
Washington, D.C. 20240

Phone: Area Code 202, 343-3345

Department of the Interior

DEPARTMENTAL MANAGEMENT TRAINING CENTER

Washington, D. C.

Purpose: To enhance the management skills of all levels of supervisory employees.

Programs or Courses Offered:

The Supervisor's Job, Part I  
The Supervisor's Job, Part II

Who May Attend: Available to other agencies and departments and to personnel of State and local governments.

General Information: Additional courses and programs will be developed as needs dictate.

For Further Information Contact:

Mr. Paul E. Vaniman  
Director, Departmental Management  
Training Center  
U. S. Department of the Interior  
Washington, D. C. 20240

Phone: Area Code 202, 343-2959

-71-

Department of the Interior

Bureau of Indian Affairs

INDIAN POLICE ACADEMY

Roswell, New Mexico

Purpose: To provide a standard Indian Police Training Program to assure more effective service to Indians and their property.

Programs or Courses Offered:

Basic Education Training	Police Science and Investigation
Criminal Investigators Course	Records and Report Writing
Government and Administration	Social Relations
Laws, Courts and Judicial	Traffic Functions
Procedures	
Physical Activities	

Who May Attend: Presently employed Bureau and Tribal Personnel or individuals qualified for an appointment as a Bureau of Tribal Police Officer who meet the requirements of the Bureau's Employment Assistance Program.

General Information: Participants are housed in a dormitory and meals are provided.

For Further Information Contact:

Mr. D. W. Daughhetee  
Employee Development Officer  
Department of the Interior  
1951 Constitution Avenue, N.W.  
Washington, D.C. 20240

Phone: Area Code 202, 343-2972

Department of the Interior

Bureau of Indian Affairs

INSTRUCTIONAL SERVICE CENTER  
Brigham City, Utah

Purpose: To fulfill a threefold objective: (1) production of in-service training material; (2) orientation of professional staffs; and (3) workshops to meet collective professional needs of staff.

Programs or Courses Offered:

Administrator's Workshop  
Leadership Training for Bureau School Administrators

Who May Attend: Division of Education professionals, and the paraprofessional and administrative staff may attend.

General Information: One thousand participants can be accommodated on the campus of Intermountain School. On-campus housing is supplemented by local motels.

For Further Information Contact:

Mr. D. W. Daughhetee  
Employee Development Officer  
Department of the Interior  
1951 Constitution Avenue, N.W.  
Washington, D.C. 20240

Phone: Area Code 202, 343-2972

Department of the Interior

Bureau of Land Management

BOISE INTERAGENCY FIRE CENTER

Boise, Idaho

Purpose: Together with the Forest Service of the U.S. Department of Agriculture and the Weather Service, NOAA, of the U.S. Department of Commerce, to strengthen and extend the effectiveness of wildlife control in the western United States and Alaska.

Programs or Courses Offered:

Fire Weather Behavior  
All phases of wildlife control techniques and management.

Who May Attend: Smoke jumpers, fire crews and key fire and resource management and staff personnel of Interior agencies and other resource management; also invitations to State and local governments, Canada and Mexico.

General Information: There has been a long history of cooperation and exchange of services among the three national agencies, so the idea of "working together" is not new. The opportunities to more effectively work together are greatly multiplied, however, when men and equipment and technical know-how are brought together in one central location.

A modern training building provides the latest in classroom accommodations and audio-visual equipment, including a fire control simulator.

For Further Information Contact:

Mr. Roger R. Robinson  
Director, Boise Interagency Fire Center  
Bureau of Land Management  
3905 Vista Avenue  
Boise, Idaho 83705

Phone: Area Code 208, 342-9237

Department of the Interior

National Park Service

ALBRIGHT TRAINING CENTER

Grand Canyon, Arizona

Purpose: To design, conduct, and evaluate courses which provide orientation, indoctrination, or refresher type training. The Courses offered will provide career development opportunities for all Bureau employees by meeting the changing skill, knowledge, and attitudinal needs of both employee and Bureau; thus, developing him for either specialized or general occupational roles in the National Park Service.

Programs or Courses Offered:

The Center conducts 23 courses using primarily a seminar and workshop approach. The courses deal with areas such as basic and advanced administration, specific management sessions such as environmental management, supervisory training, law enforcement training, and communications.

Who May Attend: Courses available primarily for Bureau employees but open to interagency, State, and local governments on a space available, reimbursable cost basis.

General Information: Dormitory facilities available, as are concession operated motels.

For Further Information Contact:

Chief, Division of Training  
National Park Service  
Department of the Interior  
Washington, D.C. 20240

Phone: Area Code 202, 343-8823

Department of the Interior

National Park Service

MATHER TRAINING CENTER

Harpers Ferry, West Virginia

Purpose: To design, conduct, and evaluate courses which provide orientation, indoctrination, or refresher type training. The courses offered will provide career development opportunities for all Bureau employees by meeting the changing skill, knowledge, and attitudinal needs of both employee and Bureau; thus, developing for either specialized or general occupational roles in the National Park Service.

Programs or Courses Offered:

The Center conducts 25 courses using primarily a seminar and workshop approach. The courses deal with areas such as basic and advanced administration, specific management sessions such as concessions management, supervisory training, law enforcement training and communications.

Who May Attend: Courses available primarily for Bureau employees but open to interagency, State and local governments on a space available, reimbursable cost basis.

General Information: Dormitory space available, also commercial motels.

For Further Information Contact:

Chief, Division of Training  
National Park Service  
Department of the Interior  
Washington, D.C. 20240

Phone: Area Code 202, 343-8823



Department of the Interior

National Park Service

NATIONAL CAPITAL PARKS TRAINING CENTER  
Washington, D.C.

Purpose: To design, conduct, and evaluate courses which provide orientation, indoctrination, or refresher type training. The courses offered will provide career development opportunities for all Bureau employees by meeting the changing skill, knowledge, and attitudinal needs of both employee and Bureau; thus, developing him for either specialized or general occupational roles in the National Park Service.

Programs or Courses Offered:

Accident Control Through Supervision  
Accident Reporting  
American Red Cross Standard First Aid  
Basic Law Enforcement Training  
Concessions Management Seminar  
Defensive Driving Course  
Gardener Training  
Introduction to Supervision  
Supervision and Group Performance  
U. S. Park Police Inservice  
Training Course

Who May Attend: Courses available to interagency, State and local government personnel on a space available basis. Law enforcement training is limited to National Park Service employees.

General Information: Mateland Hotel accommodations are available in the vicinity.

For Further Information Contact:

Chief, Division of Training  
National Park Service  
Department of the Interior  
Washington, D.C. 20240

Phone: Area Code 202, 343-8823

Department of Justice

Federal Bureau of Investigation

FEDERAL BUREAU OF INVESTIGATION ACADEMY

Quantico, Virginia

Purpose: The objectives of the Federal Bureau of Investigation Academy are twofold. It is this Bureau's basic objective to afford training to new Special Agents personnel to equip them with the fundamentals of the law enforcement profession. The other objective is to afford training to selected local, county, State and Federal law enforcement officers from all over the United States and some foreign nations.

Programs or Courses Offered:

In-Service Training - e.g., Investigative Techniques, Policy Matters, Court Decision, Administrative Techniques and other material essential to functions of experienced Special Agents.

National Academy Training - e.g., Courses in criminal law and investigations, behavioral science, physical science, administration and management for personnel of local, county, State, and selected Federal law enforcement agencies.

New Agents Training - e.g., The Constitution, Federal Criminal Procedure, Investigative Techniques, Collection, Identification and Preservation of Physical Evidence, Firearms and Defensive Tactics.

Who May Attend: Personnel attending New Agent's Training and In-Service Training must meet requirements for Special Agent of the Federal Bureau of Investigation. Attendance at in-service courses is restricted to Special Agents having at least 3 years field experience. To qualify for attendance at the National Academy, a nominee must be a full-time officer of a duly constituted law enforcement agency, and must meet rigid requirements as to physical condition, experience, education, and character.

General Information: Housing is provided.

For Further Information Contact:

Mr. Joseph J. Casper  
Assistant Director  
Training Division  
Federal Bureau of Investigation  
Washington, D.C. 20530

Phone: Area Code 202, 393-7100

Department of Justice

Immigration and Naturalization Service

OFFICER DEVELOPMENT CENTER

Los Fresnos, Texas

Purpose: The purpose of the Advanced Officer College and Border Patrol Academy is to conduct a series of progressive and efficient training programs to build and retain a force of skilled and efficient employees who will install and use the best modern practices and techniques in the conduct of the Service's business thereby increasing efficiency and economy and improving public service.

Programs or Courses Offered:

Executive Development Seminar  
Journeyman Immigrant Inspector Course  
Journeyman Investigator Course  
Naturalization Examiners Course  
Operational Conference for Supervisory Investigators  
Patrol Inspector Trainee Course

Who May Attend: Employees and others are enrolled in the center's courses upon the request of responsible officials who have identified need for such training.

General Information: This center cooperated with several other agencies in presenting courses and seminars similar to those listed above. On-site housing is provided.

For Further Information Contact:

Mr. Joe F. Staley  
District Director  
U.S. Immigration and Naturalization Service  
Rural Route 3 Box 340  
Los Fresnos, Texas 78566

Phone: Area Code 512, 233-5755 or ext. 50

Department of Justice

Bureau of Narcotics and Dangerous Drugs

NATIONAL TRAINING INSTITUTE

Washington, D.C.

Purpose: To provide training for Special Agent personnel in job-related skills, elements of supervision, and to prepare them for overseas duty.

Programs or Courses Offered:

Basic Agent Training

Who May Attend: Requirements are the same as they are for recruitment as a BNDD Special Agent.

General Information: Hotel and motel accommodations are available.

For Further Information Contact:

Mr. Ernest J. Marquardt, Chief  
Agent Training Division  
Bureau of Narcotics and Dangerous Drugs  
1405 Eye Street, N.W.  
Washington, D.C. 20537

Phone: Area Code 202, 382-4517

Panama Canal Company

PANAMA CANAL COMPANY TRAINING CENTER  
Ancon, Canal Zone

Purpose: To provide each employee with training for the jobs he/she performs; to provide retraining to enable employees to maintain top efficiency in their jobs; to give the employees additional skill leading to advancement. The training center includes an Apprentice School whose students graduate as journeymen in crafts and trades.

Programs or Courses Offered:

Throughout the calendar year the courses offered on the basis of need include:

Basic Management Techniques I and II  
Craft Leadership Project  
Defensive Driving  
Industrial Instruction Techniques  
Introduction to Supervision  
Special Courses by Outside Experts  
Spoken and Controversial Spanish  
The Supervisor and Human Behavior  
Theory and Practice of Management and Organization

Who May Attend: Any employee of the Panama Canal Company/Canal Zone Government who is nominated by his/her supervisor may attend. Employees from other Federal agencies can also attend on a space-available basis.

General Information: Formalized training was begun at the Panama Canal about 1908 to provide machinists and carmen during the construction period. The total training program has gradually expanded to meet the needs of a complex organization. Hotel accommodations are available within the Canal Zone.

-81-

For Further Information Contact:

Dr. Daniel J. Paolucci  
Deputy Personnel Director (Staff)  
Panama Canal Company, Noona  
243-A, Administration Building  
Balboa Heights, Canal Zone

Phone: Overseas Operator  
Balboa 2-2625

U.S. Postal Service

OKLAHOMA POSTAL TRAINING OPERATIONS  
Norman, Oklahoma

Purpose: To provide highly specialized training geared to the Postal Service's needs as regards its mechanical, maintenance, and technical functions, as well as related supervisory training, which is vital to the support of the processing of mail approaching 100 billion pieces annually.

Programs or Courses Offered:

The Center offers 40 courses in the following areas:

Automotive  
Electronics  
Management  
Plant Equipment  
Postal Equipment

Who May Attend: Postal employees

General Information: Government facilities, University of Oklahoma facilities, and commercial motels are used for training lodging.

For Further Information Contact:

Mr. John A. Love  
Chief, Administrative Support Division  
Oklahoma Postal Training Operations  
U.S. Postal Service  
1524 Asp Avenue  
Norman, Oklahoma 73069

Phone: Area Code 405, 325-1747

U.S. Postal Service

POSTAL SERVICE MANAGEMENT INSTITUTE  
Washington, D.C.

Purpose: To advance the broad goals of the Postal Service by providing relevant training and educational opportunities for its professional, technical (excluding maintenance), managerial and supervisory personnel involving a "Student body" of approximately 70,000 employees. The Curriculum supports the Postal Service's goals of (1) Decentralization of Decision-Making Authority, (2) Economy through Cost Analysis, (3) More Effective Use of Technological Advances, and (4) More Effective Use of Manpower.

Programs or Courses Offered:

The Institute offers 46 courses in the following areas:

Communications  
General Management  
Labor-Management Relations  
Management Sciences  
Personnel Management  
Safety

Who May Attend: While Institute courses, except the Military Postal Operations Management Course, are conducted primarily for postal personnel, the Institute is open, where possible, to persons officially sponsored by other Federal agencies and to foreign nations to which the United States offers technical assistance.

General Information: Motels and leased apartments are used for trainee lodging.

For Further Information Contact:

Mr. George G. Ryffel  
Executive Officer  
Postal Service Management Institute  
U.S. Postal Service  
7900 Wisconsin Avenue, N.W.  
Washington, D.C. 20014

Phone: Area Code 202, 495-6209



Railroad Retirement Board

EMPLOYEE DEVELOPMENT UNIT  
Chicago, Illinois

Purpose: To provide for the recognition, utilization, and development of each employee's work potential; to train employees for future work assignments; to train and develop supervisors at all levels; to train and develop executives; to provide for the establishment of developmental guidance and counseling services; to increase the versatility of employees in work assignments; to provide employees with information about Board policies and programs in order to increase their appreciation of the Board's functions and their contributions, and to create an environment which will stimulate and encourage employee development, both through individual self-improvement and through Board-sponsored activities.

Programs or Courses Offered:

Basic Algebra	IBM 360 and 7070 Training
Basic Course for Supervisors	Information Conference
Basic English	Training
Claims Examiner Training	Management Development Course
Effective Writing	Plain Letters
Fundamentals of Leadership	Programmed Instruction COBOL
General Mathematics	Public Speaking
	Typing Courses

Who May Attend: Employees are nominated by superiors for job-related training; self-development courses are offered after-hours for voluntary enrollment.

General Information: Employees brought in from outside the Chicago area are quartered in reasonably priced, suitable hotels close to Board Headquarters.

For Further Information Contact:

Mr. James J. Costello  
Employee Development Specialist  
U.S. Railroad Retirement Board  
844 Rush Street  
Chicago, Illinois 60611

Phone: Area Code 312, 944-5500 ext. 472

Small Business Administration

SMALL BUSINESS ADMINISTRATION EASTERN TRAINING CENTER  
Silver Spring, Maryland

Purpose: To provide the Small Business Administration with a facility which is designed and equipped to the specifications of professional trainers and a setting in which instructors can achieve maximum effectiveness and participants can derive maximum benefit from the programs offered there.

Programs or Courses Offered:

Programs of various lengths are scheduled as needed throughout the year. The tentative schedule is as follows:

Name of Program

Community Development  
Effective Listening  
Instructor Training  
Interviewing & Counseling  
Management Development  
Personnel Management  
Technical Utilization

These represent our standard recurring programs. Other programs related to the mission of SBA are developed and conducted as needed throughout the year.

Who May Attend: Employees of SBA who meet the admission criteria for each specific program. Employees of other Federal agencies who meet the criteria for Management Development and Instructor Training Programs may attend on a space available basis.

General Information: Out-of-town participants may secure hotel accommodations through the staff of the Center.

For Further Information Contact:

Director, Eastern Training Center  
Small Business Administration  
8115 Fenton Street  
Silver Spring, Maryland 20910

Phone: Area Code 301 557-5413

Small Business Administration

SMALL BUSINESS ADMINISTRATION WESTERN TRAINING CENTER  
Denver, Colorado

Purpose: To provide the Small Business Administration with a facility which is designed and equipped to the specifications of professional trainers and a setting in which instructors can achieve maximum effectiveness and participants can derive maximum benefit from the programs offered there.

Programs or Courses Offered:

Programs of various lengths are scheduled as needed throughout the year. The tentative schedule is as follows:

Name of Program

Community Development  
Effective Listening  
Instructor Training  
Interviewing and Counseling  
Management Development I  
Personnel Management  
Technical Utilization

These represent our standard recurring programs. Other programs related to the mission of SBA are developed and conducted as needed throughout the year.

Who May Attend: Employees of SBA who meet the admission criteria for each specific program. Employees of other Federal agencies who meet the criteria for Management Development and Instructor Training Programs may attend on a space available basis.

General Information: Out-of-town participants may secure hotel accommodations through the staff of the Center.

For Further Information Contact:

Director, Western Training Center  
Small Business Administration  
U.S. Courthouse, Room 5006  
1929 Stout Street  
Denver, Colorado 80202

Phone: Area Code 303, 297-4028

Department of State

FOREIGN SERVICE INSTITUTE (FSI)  
Washington, D.C.

Purpose: To provide training and instruction to employees of the Department of State and other Government agencies in the field of Foreign Affairs; to provide appropriate orientation and language training to Government employees and members of their families in anticipation of their assignment abroad; to provide employees with training in job and/or career related skills.

Programs or Courses Offered:

Courses vary in duration from 1½ days to 44 weeks. Courses include:

Administrative Training

Area Studies

Clerical Training

Consular Training

Country Studies

Economic and Commercial  
Training

Executive Development

Intensive Language Training

Junior Officer Training

Orientation

Political Training

Special Studies

Extension Studies (Outside  
of FSI)

After Hours Study Courses

Interagency Training  
Courses

Vietnam Training Center

Basic Course

District Operations Course

Extended Operations and  
Language Course

Province Senior Advisor  
Course

Vietnamese Language

Who May Attend: Employees of the Department of State and selected employees of other Government agencies for whom training and instruction in the field of foreign affairs is necessary.

General Information: The Foreign Service Institute was established in March of 1947. Today the Institute accepts about 15,000 course enrollments annually -- about half in this country, the rest abroad -- in full-time, part-time, and extension programs. Department of State employees constitute about fifty percent of the enrollment in the Institute. The balance is made up of employees of some twenty-seven other departments and independent agencies -- principally the Agency for International Development, the U.S. Information Agency, and the Department of Defense.

For Further Information Contact:

Admissions Office  
Foreign Service Institute  
Department of State  
Washington, D.C. 20520

Phone: Area Code 202, 557-5413

Department of Transportation

Federal Aviation Administration

FEDERAL AVIATION ADMINISTRATION ACADEMY

Oklahoma City, Oklahoma

Purpose: The Federal Aviation Administration Academy serves as the agency's principal source of aviation technical knowledge and professional educational services. The objective of the center is to research, organize and administer training programs pertaining to all facets of aviation for agency employees, internationals, and the aviation community.

Programs or Courses Offered:

Resident Study

Air Navigation Facilities Training	Flight Standards Training
Air Traffic Training	Logistics Management Training
Airports Training Program	Training Development Courses

Correspondence Study

Air Traffic Training	Flight Standards Training
Electronics	Management

Who May Attend: Participants must meet requirements which vary from course to course. In general they consist of basic skills, knowledges, experience and agency course progression coupled with GS grade and title prerequisites.

General Information: There are no living arrangements established for resident training, but commercial facilities are available.

For Further Information Contact:

Dr. Dale Rea  
Superintendent, Federal Aviation Administration Academy  
Aeronautical Center  
P.O. Box 25082  
Oklahoma City, Oklahoma 73125

Phone: Area Code 405, 686-4318

Department of Transportation

Federal Aviation Administration

MANAGEMENT TRAINING SCHOOL

Lawton, Oklahoma

Purpose: To serve as the FAA's centralized source for developing and conducting supervisory and managerial training to meet the needs of the administration.

Programs or Courses Offered:

Managerial Training Course--to provide middle managers with knowledge of the interrelationships of three systems, namely, administrative, human, and operations to provide them with skills to function effectively in all three systems.

Supervisory Training Course--to provide supervisors with knowledges and skills that are fundamental to the successful accomplishment of their duties.

Who May Attend: FAA supervisors and middle managers, and selectees for supervisory or middle management positions.

General Information: The FAA Management Development Institute is located at Cameron State College, Lawton, Oklahoma. Meals and lodging are provided at the location.

For Further Information Contact:

Mr. Thomas J. Creswell  
Director of Training  
Federal Aviation Administration  
800 Independence Avenue, S.W.  
Washington, D.C. 20590

Phone: Area Code 202, 963-1110 ext. 68550

Treasury Department

CONSOLIDATED FEDERAL LAW ENFORCEMENT TRAINING CENTER,  
(TREASURY LAW ENFORCEMENT SCHOOL)  
Washington, D.C.

Purpose: The mission of the Treasury Law Enforcement School is to serve the Treasury enforcement community by providing basic and advanced training in the knowledge, skills, and attitudes required for efficient performance of the duties of Treasury enforcement officers.

The Consolidated Federal Law Enforcement Training Center was established during the current fiscal year with Treasury designated as the "lend agency." Pending further development of the physical facilities, openings are primarily limited to those of the Treasury Law Enforcement School.

Programs or Courses Offered:

General Courses - e.g., Ethics and Conduct for Investigations, Organized Crime, Public Relations

Investigative Techniques - e.g., Collection and Preservation of Evidence, Description and Identification, Fingerprints, Informants, Marksmanship, Photography, Questioned Documents, Raids, Self-Defense, Surveillance.

Law Courses - e.g., Civil Rights, Conduct and Testifying in Court, Conspiracy, Constitutional Rights, Evidence, Federal Court Procedures, Law of Arrest, Searches and Seizures, Apprehension and Handling of Prisoners

Who May Attend: Treasury personnel in the 1811 series - Criminal Investigators who are nominated by their bureau. Eligibility of those from other sources (other Federal agencies, foreign, State or local governments) will be determined on a case basis. Attendance of non-Treasury personnel is on a space available basis.

General Information: As in the past, the school will accept candidates from outside of the Department. However, in view of the significant expansion of the Department enforcement activities, it is anticipated that such participation will be severely limited during the current year. Housing is not provided and must be arranged by the trainee.

For Further Information Contact:

Director  
Law Enforcement Training School  
Department of Treasury  
Washington, D.C. 20220

Phone: Area Code 202, 964-5833

Treasury Department

Bureau of Customs

BUREAU OF CUSTOMS NATIONAL TRAINING CENTER  
Hempstead, New York

Purpose: To provide for the presentation and administration of Bureau-wide training and development programs. The Center is designed to provide for both administrative and operational training related to all functions of the Bureau.

Programs or Courses Offered:

Advanced Agent Course  
Basic Inspectors Course  
General Administrative and Management Courses  
Import Specialists Course  
Systems Analysis

Who May Attend: Although the Center is designed to primarily meet the needs of the Bureau of Customs, qualified employees will be accepted from other organizations on a space available basis.

General Information: The National Training Center is located on the campus of Hofstra University and was established as a joint facility in cooperation with the Internal Revenue Service and the University. Housing is not provided; however, arrangements are usually handled by the Bureau's on-site representative.

For Further Information Contact:

Mr. Daniel J. Maillet, Director  
Bureau of Customs  
National Training Center  
Uniondale Avenue at Hempstead Turnpike  
Uniondale, New York 11553

Phone: Area Code 516, 483-9100

In Washington, D.C. contact:

Mr. James J. Doherty, Assistant Director  
Training and Career Development  
Personnel Division, Bureau of Customs  
1145 19th Street, N.W.  
Washington, D.C. 20226

Phone: Area Code 202, 964-8000



Treasury Department

Internal Revenue Service

NATIONAL TRAINING CENTER

Arlington, Virginia

Purpose: This Center provides services to other Branches of the Training Division which develop and maintain all training courses; it plans and conducts nationally centralized classes. The Center (1) develops training methods; (2) develops courses and conducts centralized training for Service instructors, and other training personnel; (3) provides classroom space and services for classes conducted interregionally, and (4) coordinates production of training materials and equipment.

Programs or Courses Offered:

Alcohol and Tobacco Tax Inspector Trainee Program  
Audit-Appellate Conferee Training  
Basic Alcohol, Tobacco and Firearms Investigator Course  
Basic Income Tax Law Course for Special Agents  
Basic Internal Auditor Course  
Excise Tax Law  
Instructional Technology Workshop  
Insurance Company Income Tax Law  
Middle Management and Executive Development Programs  
Pension Trusts  
Special Agent Basic School  
Training Systems Workshop  
Training Task Analysis Workshop

Who May Attend: Selection for training classes is based on job assignment of employees.

General Information: Classroom space is available for use by other agencies on a "space available" basis. Housing facilities are not provided by the Center.

For Further Information Contact:

Mr. Earl Hertenstein  
National Training Center  
Internal Revenue Service  
Crystal Plaza Building, Room 403  
2221 Jefferson Davis Highway  
Arlington, Virginia 22202

Phone: Area Code 703, 557-2414

Treasury Department

Internal Revenue Service

REGIONAL TRAINING CENTERS

Hempstead, New York  
Cincinnati, Ohio  
San Francisco, California

Van Nuys, California  
Atlanta, Georgia  
Philadelphia, Pennsylvania

Purpose: To conduct those Service-wide and locally developed programs which will develop new regional employees and will prepare employees selected for positions with progressively greater responsibilities so that regional staffing needs can be met.

Programs or Courses Offered:

Exempt Organization  
Field and Office Audit Group Supervisor  
Income Tax Law for Estate Tax Examiners  
Instructor Training  
Revenue Agent Training, Units I, II, & III  
Revenue Officer Training, Phase I & II  
Tax Assistant  
Tax Technician, Basic and Advanced

Who May Attend: Participants must be selected by their supervisors. State and local employees engaged in tax work may attend.

General Information: Classroom space may be scheduled by other agencies.

For Further Information Contact:

Mr. William Eth  
Regional Training Center  
Internal Revenue Service  
Uniondale Avenue At  
Hempstead Turnpike  
Uniondale, New York 11553

Phone: Area Code 516,  
483-2920

Mr. William R. Tracewell  
Regional Training Center  
Internal Revenue Service  
P. O. Box 2119  
Cincinnati, Ohio 45201

Phone: Area Code 513,  
684-3314

Mr. Richard Nesbit  
Regional Training Center  
Internal Revenue Service  
229 Haight Street  
San Francisco, California 94102

Phone: Area Code 415,  
556-3953

Mr. Richard S. Cheverette  
Regional Training Center  
Internal Revenue Service  
15301 Gault Avenue, Room 501  
Van Nuys, California 91405

Phone: Area Code 213,  
787-0487

Mr. Jack Caldwell  
Regional Training Center  
Internal Revenue Service  
Citizens Trust Building  
75 Piedmont Street, NW.  
Atlanta, Georgia 30303

Phone: Area Code 404,  
526-6527

Mr. Fred Endricatt  
Regional Training Center  
Internal Revenue Service  
Continental Building, Suite 200  
400 Market Street  
Philadelphia, Pennsylvania 19106

Phone: Area Code 215,  
597-7061

LOCATION INDEX

Location

ALABAMA

Gunter Air Force Base	
Air Force Personnel Development Center	37
Department of Defense (Air Force)	

ALASKA

Anchorage	
National Training Center (Water Quality Office)	
Environmental Protection Agency	64

Fairbanks	
National Training Center (Water Quality Office)	64
Environmental Protection Agency	

ARIZONA

Grand Canyon	
Albright Training Center	74
Department of the Interior	

Tucson	
Desert Willow Training Center	67
Department of Health, Education and Welfare	

ARKANSAS

Springdale	
Consumer Protection Program Training Center	14
Department of Agriculture	

CALIFORNIA

Berkeley	
Executive Seminar Center	23
Civil Service Commission	

Los Angeles	
Consumer Protection Program Training Center	14
Department of Agriculture	

San Francisco	
Regional Training Center	18
Civil Service Commission	

Regional Training Center	94
Department of Treasury	

CALIFORNIA (continued)

Van Nuys	
Regional Training Center	93
Department of Treasury	

COLORADO

Boulder	
ERL-NBS/Boulder Laboratories Educational Center	33
Department of Commerce	
Denver	
Regional Training Center	18
Civil Service Commission	
SBA Western Training Center	86
Small Business Administration	

DISTRICT OF COLUMBIA

Washington, D.C.	
ADP Management Training Center	19
Civil Service Commission	
Army Topographic Command Training Center	49
Department of Defense (Army)	
Bureau of Narcotics and Dangerous Drugs,	79
National Training Institute	
Department of Justice	
CCPO Training Center, Washington Navy Yard	51
Department of Defense (Navy)	
Communications & Office Skills Training Center	21
Civil Service Commission	
Consolidated Federal Law Enforcement Training Center,	90
(Treasury Law Enforcement School)	
Department of Treasury	
Consumer & Marketing Service Training Center	13
Department of Agriculture	
Departmental Clerical Training Center	69
Department of the Interior	
Departmental Management Training Center	70
Department of the Interior	

DISTRICT OF COLUMBIA (continued)

Washington, D.C.

District of Columbia Fire Department Training Center	62
D.C. Government	
Foreign Service Institute (FSI)	87
Department of State	
General Management Training Center	24
Civil Service Commission	
Harry Diamond Laboratories Training Center	44
Department of Defense (Army)	
Labor Relations Training Center	26
Civil Service Commission	
Management Sciences Training Center	28
Civil Service Commission	
Metropolitan Police Department (Training Division)	63
D.C. Government	
Navy Logistic Management School	56
Department of Defense (Navy)	
National Capital Parks Training Center	76
Department of the Interior	
Personnel Management Training Center	30
Civil Service Commission	
Postal Service Management Institute	83
U.S. Postal Service	
Procurement Training and Development Branch	57
Department of Defense (Navy)	
Southwest Interagency Training Center	65
Department of Health, Education and Welfare	

GEORGIA

Athens

National Training Center (Water Quality Office)	64
Environmental Protection Agency	

Atlanta

Center for Disease Control Training	68
Department of Health, Education and Welfare	

GEORGIA (continued)

Atlanta	
Regional Training Center	18
Civil Service Commission	
Regional Training Center	93
Department of Treasury	
Gainesville	
Consumer Protection Program Training Center	14
Department of Agriculture	

IDAHO

Boise	
Boise Interagency Fire Center	73
Department of the Interior	

ILLINOIS

Chicago	
Employee Development Unit	84
Railroad Retirement Board	
Regional Training Center	18
Civil Service Commission	
Rock Island	
Army Management Engineering Training Center	39
Department of Defense (Army)	
Savanna	
Army Materiel Command Ammunition School	38
Department of Defense (Army)	

INDIANA

Crane	
NAVORDSYSCOM Field Safety School	55
Department of Defense (Navy)	
Weapons Production Engineering Center	58
Department of Defense (Navy)	
Indianapolis	
Army Regional Training Center-Midwest Region	41
Department of Defense (Army)	

IOWA

Sioux City	
Consumer Protection Program Training Center	14
Department of Agriculture	

MARYLAND

Bethesda	52
National Naval Medical Center	
Department of Defense (Navy)	
Fort Meade	60
National Cryptologic School	
Department of Defense (NSA)	
Gaithersburg	32
National Bureau of Standards Graduate School	
Department of Commerce	
Silver Spring	85
SBA Eastern Training Center	
Small Business Administration	

MASSACHUSETTS

Boston	18
Regional Training Center	
Civil Service Commission	
Watertown	40
Army Materials and Mechanics Research Center	
Department of Defense (Army)	

MINNESOTA

St. Paul	14
Consumer Protection Program Training Center	
Department of Agriculture	

MISSOURI

Kansas City	34
National Weather Service Technical Training Center	
Department of Commerce	
St. Louis	18
Regional Training Center	
Civil Service Commission	

NEBRASKA

Lincoln	16
Midwest Training Center	
Department of Agriculture	
Omaha	14
Consumer Protection Program Training Center	
Department of Agriculture	

NEW JERSEY

Edison	
National Training Center (Water Quality Office)	64
Environmental Protection Agency	
Fort Monmouth	
Army Regional Training Center Northeast Region	42
Department of Defense (Army)	

NEW MEXICO

Continental Divide	
Continental Divide Training Center	15
Department of Agriculture	
Roswell	
Indian Police Academy	71
Department of the Interior	

NEW YORK

Hempstead	
Bureau of Customs National Training Center	91
Department of Treasury	
Regional Training Center	93
Department of Treasury	
Kings Point	
Executive Seminar Center	23
Civil Service Commission	
NOAA Officer Training Center	35
Department of Commerce	
New York	
Plant Quarantine Division Training Center	12
Department of Agriculture	
Regional Training Center	18
Civil Service Commission	

NORTH CAROLINA

Research Triangle Park	
Applied Statistics Training Institute	66
Department of Health, Education and Welfare	

OHIO

Cincinnati	
National Training Center (Water Quality Office)	64
Environmental Protection Agency	



OHIO (continued)

Cincinnati	
NAVORDSYSCOM Environmental Health Center	54
Department of Defense (Navy)	
Regional Training Center	93
Department of Treasury	

OKLAHOMA

Ada	
National Training Center (Water Quality Office)	64
Environmental Protection Agency	
Lawton	
Management Training School	89
Department of Transportation	
Norman	
Oklahoma Postal Training Operations	82
U.S. Postal Service	
Oklahoma City	
Federal Aviation Administration Academy	88
Department of Transportation	

OREGON

Corvallis	
National Training Center (Water Quality Office)	69
Environmental Protection Agency	
Portland	
Western Training Center	16
Department of Agriculture	

PENNSYLVANIA

Philadelphia	
Quality Assurance Industrial Training, U.S. Army	47
Materiel Command	
Department of Defense (Army)	
Regional Training Center	18
Civil Service Commission	
Regional Training Center	93
Department of Treasury	
Upper Darby	
Northeast Training Center	16
Department of Agriculture	

TENNESSEE

Memphis	
Defense Contract Audit Institute	59
Department of Defense (DCAA)	
Oak Ridge	
Executive Seminar Center	23
Civil Service Commission	

TEXAS

Dallas	
Regional Training Center	18
Civil Service Commission	
Fort Worth	
Consumer Protection Program Training Center	14
Department of Agriculture	
Southern Training Center	16
Department of Agriculture	
Los Fresnos	
Officer Development Center	78
Department of Justice	
Texarkana	
Logistics Intern Training Center	45
Department of Defense (Army)	

UTAH

Brigham City	
Instructional Service Center	72
Department of the Interior	

VIRGINIA

Arlington	
CAPSO-Navy Employee Training Center	50
Department of Defense (Navy)	
National Training Center	92
Department of Treasury	
Patent Office Academy	36
Department of Commerce	
Charlottesville	
Federal Executive Institute	23
Civil Service Commission	

## VIRGINIA (continued)

Fort Lee	
Logistics Management Center	46
Department of Defense (Army)	
Front Royal	
U.S. Department of Agriculture Training Center	11
Department of Agriculture	
Lorton	
Department of Corrections Training Academy	61
D.C. Government	
Norfolk	
CCPO Training Center-Fifth Naval District	51
Department of Defense (Navy)	
NAVFAC Technical Training Center	53
Department of Defense (Navy)	
Quantico	
Federal Bureau of Investigation Academy	77
Department of Justice	

## WASHINGTON

Seattle	
Regional Training Center	18
Civil Service Commission	

## WEST VIRGINIA

Harpers Ferry	
Mather Training Center	75
Department of the Interior	

## CANAL ZONE

Ancon	
Panama Canal Company Training Center	80
Panama Canal Company	

## GERMANY

Obevammerngau	
U.S. Army School, Europe	48
Department of Defense (Army)	

## VIETNAM

Long Binh, Saigon, Cam Tho	
Central Training Institute	43
Department of Defense (Army)	

SUBJECT INDEX

- Administrative Management  
Pages 11, 12, 15, 16, 18, 19, 21, 23, 24, 26, 28-31, 33, 37, 41,  
42, 43, 45, 46, 48, 49, 50, 55, 56, 57, 59, 61, 67, 73-76,  
80, 82-86, 89, 91, 92
- Aeronautics and Aviation  
Pages 12, 87
- Agriculture  
Pages 11, 12, 13, 14, 15, 16
- Area Studies  
Page 86
- Automatic Data Processing  
Pages 11, 18, 19, 20, 33, 59, 65, 66, 82, 84
- Cartography and Photogrammetry  
Pages 15, 49, 64, 90
- Chemistry  
Page 33
- Communication  
Pages 9, 11, 15, 18, 21, 50, 75, 83
- Conservation  
Pages 12, 16, 23, 43, 48, 53, 55, 64, 73, 74
- Defense  
Pages 15, 38, 40, 57, 61, 62, 63, 71, 75, 76, 77, 88
- Electronics  
Pages 33, 34, 44, 47, 53, 82, 88
- Engineering  
Pages 15, 16, 33, 36, 45, 49
- Environmental Control  
Pages 54, 59, 74
- Equipment Repair and Handling  
Page 43
- Executive and Management  
Pages 47, 84, 85, 86, 91, 92

-104-

## Financial Management

Pages 19, 28

## Fire Control

Pages 15, 55, 62, 73

## Political Science

Pages 11, 86

## Procurement

Page 57

## Quality Assurance and Control

Pages 15, 40

## Records Administration

Page 71

## Revenues and Taxes

Pages 92, 93

## Secretarial and Clerical Skills

Pages 11, 18, 20, 21, 33, 52, 65, 66, 83, 84, 87

## Supervisory Training

Pages 11, 12, 15, 31, 34, 49, 52, 59, 61, 63, 70, 76, 78, 80,  
84, 89

## Work Measurement

Page 48